

**DRAFT 1**



**Educational Specifications for  
Kimball Elementary School  
400 capacity**

**October 2015**



**VISION**

**Our vision is to enhance our community by inspiring independent thinkers, learners, and leaders who are committed to achieving excellence.**

### Our Purpose\*

Our purpose is to ensure that every DCPS school provides a world-class education that prepares ALL of our students, regardless of background or circumstance, for success in college, career and life.

### Our Goals

Based on the hopes and dreams of DCPS stakeholders, these goals will help us align our resources and measure our success.

1. **Improve Achievement Rates** - At least 70 percent of our students will be proficient in reading and math, and we will double the number of advanced students in the District.
2. **Invest in Struggling Schools** - Our 40 lowest-performing schools will increase proficiency rates by 40 percentage points.
3. **Increase Graduation Rate** - At least 75 percent of entering 9th graders will graduate from high school in four years.
4. **Improve Satisfaction** - 90 percent of students will say they like their school.
5. **Increase Enrollment** - DCPS will increase its enrollment over five years.

### Our Stakeholder Commitments

- **To the children of DC**, we promise that our top priority is ensuring that you have the opportunity to attend a great school—one that you love and that prepares you for success in life.
- **To DCPS teachers and staff**, we promise to respect you as professionals and invest in your success by providing you and your students with the environment, resources, and tools you need.
- **To DCPS school leaders**, we promise to respect you as professionals; give you the support to lead; and provide the environment, resources, and tools that you, your staff and your students need to succeed.
- **To parents**, we promise to partner with you to ensure your children's success.
- **To members of the DC community**, we promise to provide opportunities for you to contribute to the success of our schools and school district.
- **To potential employers**, we promise to provide you with a steady supply of well educated young adults who will make positive contributions to the success of your organizations.
- **To the city (and state) of Washington, DC**, we promise to make our school system one that all citizens are proud of—a school system that can be the anchor for thriving, productive and growing communities

\*From the DCPS Strategic Plan - A Capital Commitment

## Introduction

This document articulates the requirements for a modernized pre-kindergarten through 5<sup>th</sup> grade school. It describes the current and planned educational programs and services, the community characteristics that may affect facilities planning, and the opportunities and challenges associated with the design and construction.

## Background

Located at 3375 Minnesota Ave SE, the original Kimball School is a red brick, two story structure built in 1942 with additions in 1949 and 1966. In the 1950's, with a capacity for 700 students, the school was so over crowded, some classes were held at the Souza MS annex. The 1966 addition increased the capacity to over 1,000 students. With smaller class sizes and more programmatic supports, the capacity of Kimball ES was reported in the 2015 Master Facilities Plan update as 398.

The combined square footage of the three buildings on campus is 83,400 or 208 SF per student. This exceeds the DCPS guideline that is approximately 150 SF per student suggesting that there may be excess space on the campus.

Kimball ES sits on 1.48 acres and the entire site is covered with the four buildings and a blacktop area that is used for both staff parking and a small playground. Adjacent fields are owned by \_\_\_\_\_.

Kimball School was named for Ephraim Gardner Kimball.

## Community

Kimball ES is located in the Fort Dupont neighborhood. Its boundaries are south of East Capital Street and extend to the Anacostia River. This is a well established area of mostly single family homes and there is no new housing development currently expected in the area.

Most students walk to school with accompanying parents and older siblings. All students may then articulate to Souza Middle School and Anacostia High School.

## Scope

This project is a phased modernization of the existing school for a capacity for 400 students. The educational specification requires a school of approximately 67,000 SF. The architect will master plan for the full modernization and then propose a phasing plan that is consistent with the budget.

**Enrollment and Classroom Requirements**

Kimball ES houses students in Pre-School through Grade 5. In 2014 the enrollment was as follows:

Current Capacity	PREK/ PRES	Kind	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
398	30/39	53	48	42	44	51	44	346

**Proposed Capacity Model**

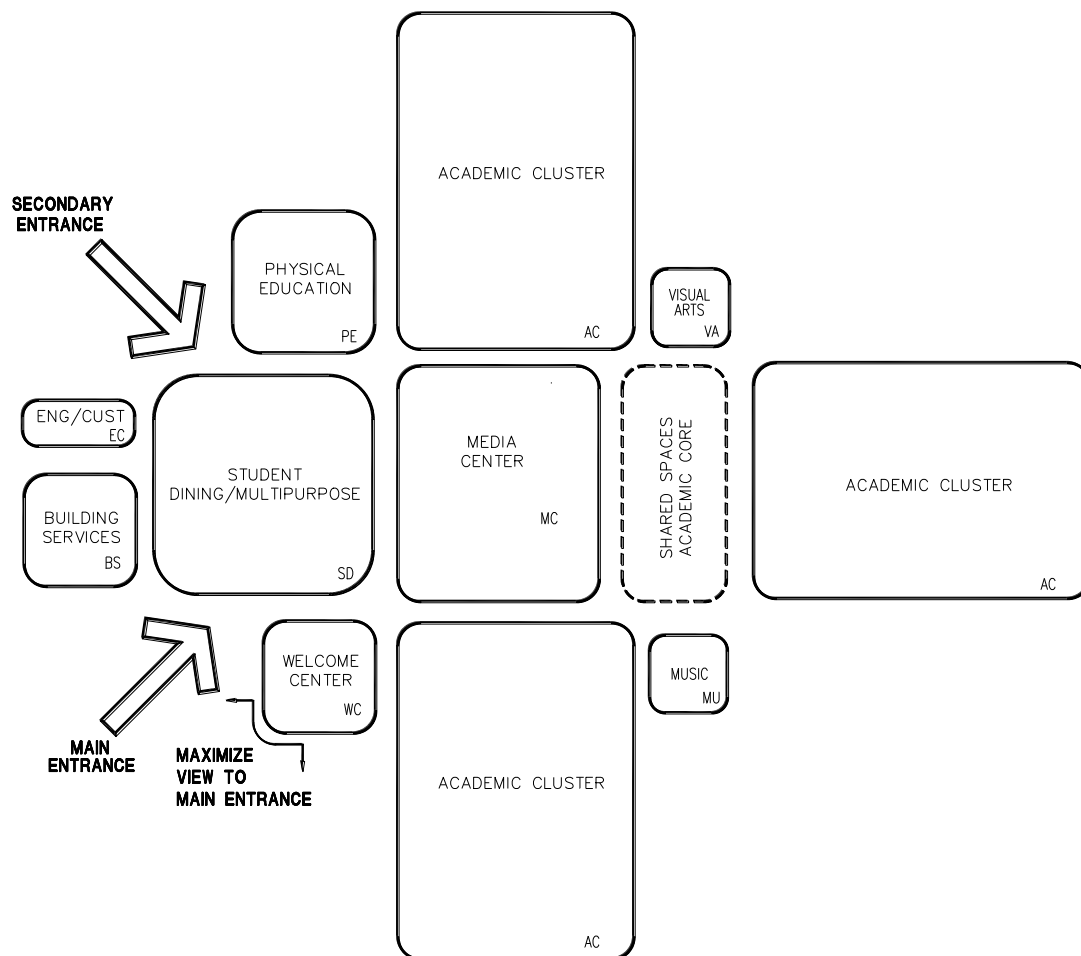
Grade	Number of	Capacity
	Classrooms	
Pre-S/K	5	90
Kindergarten	3	60
1 <sup>st</sup> -2nd Grade	4	80
Flex Classroom	1	20
3 <sup>rd</sup> -5th Grade	6	132
Special Education	2	20
<b>Total</b>	<b>21</b>	<b>402</b>

## Overview of Planning Concepts

### Academic Cluster Concept

The Academic Cluster concept best meets the needs of the educational programs, students, and staff. The cluster concept facilitates a variety of instructional strategies and it provides a learning environment which is characterized by flexibility, a sense of community for the students and teachers, and a safe, well-supervised environment. Teachers will have the option and flexibility within a cluster to create and organize learning environments that work for students and their learning styles.

Academic areas are located in the quiet areas of the building that can be isolated during the off-hours. Noisier areas are grouped near the parking and public areas and allow for after hours access. Diagram Intro A shows a typical design based on the cluster concept.



## Core Instructional Spaces

The basic organizational cluster for this school should consist of general purpose classrooms, a shared commons space, a small group room, and a teacher work center. Each cluster would also contain a resource classroom used by support educators. Student restrooms should be located within the cluster commons.

## Special Education

Special education facilities will be integrated throughout the school to support the concepts of inclusion and the specialized requirements for the students. Special attention will be given to accessibility of all facilities and an integrated learning program.

## Early Childhood Programs

An ever-increasing body of research shows that quality early childhood experiences can make a profound difference in children's readiness for school, and the children who benefit the most are our most vulnerable. *Eager to Learn: Educating Our Preschoolers* (National Research Council, 2001) points to "the accumulation of convincing evidence from research that young children are more capable learners than current practices take account of, and that good educational experiences in the preschool years can have a positive impact on school learning."

It is the DCPS policy to offer 'universal' Prekindergarten programs (4 yr. olds) and strongly encourage all DC students to attend. Preschool programs for 3 year olds are provided as well but are traditionally less well enrolled. All early childhood classes will allow for inclusion of students with special needs.

## Instructional Methods

Instructional methods vary with grade level, but maintain continuity from early childhood through the primary, intermediate, and middle grades. Predominant elements include:

- Integrated learning, where content areas cross disciplines
- Flexible groupings: In primary grades, regrouping stays within the classroom. The intermediate and middle may change classrooms during the day.
- Mentoring of older to younger students
- Extended day learning opportunities
- Parent involvement and volunteer activities

## "Welcome Area"/Administration/Student Services

The front entry lobby should be welcoming and inviting for students, staff, and visitors. Extensive display systems should be provided for 2-dimensional and 3-dimensional student work and awards. Finishes should be durable and easy to maintain. The scale of all spaces should be child-friendly. Colors, artificial lighting, and natural daylighting should be managed artfully to create an environment that communicates that school is a very special place.

Visitors should be greeted by a security counter/desk where they will sign-in and show identification. For additional security, it is preferable that the welcome center be able to see visitors coming through the front entrance as well. The primary administrative offices will be located in this centralized area at the main entrance to the school. Additional administrators may be distributed around the school at the school's request.

## **Library Media Center**

Access to the world of information has exploded and students interact with it continuously through digital, audio, and textual content. It is more important than ever to help students navigate the massive amounts of information available at their fingertips and through their mobile devices. The school library is key to teaching students not just to read but to practice the skills they need to seek, evaluate and use information throughout their lives. School libraries help by doing the following:

- Provide leadership and support with the processes of learning and inquiry;
- Provide a foundation to prepare students for the increasingly global world of information access, creation and communication;
- Develop a foundation for information ethics and digital citizenship;
- Foster a culture that allows students full access to information and encourages creative intellectual inquiry;
- Train students to process knowledge for innovation and creation in a technology- and information-rich society.

The library media center (LMC) should be centrally located in the school building with easy access for all students and staff. A LMC consists of flexible learning spaces for instruction, research, browsing, listening, viewing, reading, studying, and the production of academic projects, as well as administrative areas for library media center management and collaborative meetings. LMC spaces should be designed with maximum flexibility in mind.

## **Visual Arts, Performing Arts and Science**

A goal of arts education in DCPS is to prepare students to be vibrant participants in a creative economy and positive contributors in a democratic society. High quality, sequential education in the arts, along with interaction with cultural organizations and artists, contributes in multiple ways to the capacity to learn. Time dedicated to the study of the arts reinforces learning, motivates and engages students, reduces dropout rates, defuses school violence and helps retain teachers. The arts provide meaning to academics and to life. (DCPS Arts Standards)

DCPS encourages a well-rounded arts curriculum that includes dance, music, theater and the visual arts. While only music and art have dedicated spaces and full-time teachers, other spaces in the school should provide flexibility for theater (stage) and dance (physical education area).

The art and music classrooms will be shared by all grade levels for general class and small group instruction. The location and access to these rooms should promote orderly transitions. If possible, the music suite will be located near the performance area. The art classroom may be in the academic areas preferably with an optimal north daylighting orientation.

## **Physical Education/Assembly**

(From DCPS Physical Education Standards) Physical education needs to be an integral part of every student's education. Through physical education classes, students learn not only how their bodies move and how to perform a variety of physical activities, but they learn the health-related benefits of regular physical activity. Physical education, when effectively implemented and coordinated, can provide a framework in which students can develop physically, mentally, socially, and emotionally to become confident, independent, caring, and resilient individuals.

Physical education is structured; it is not free play or recess. In its totality, physical education builds a foundation of practices that promote and facilitate the attainment of movement skills, fitness, and physical activities that can be maintained throughout life. The new DC Healthy Schools Act calls for 150 minutes of

physical education for all children every week. At Kimball ES this requires at least 1 full time teacher. With up to 40 students taking PE at one time, the school needs a physical education space separate from the dining area.

To support the physical education program, a variety of indoor and outdoor areas are required. Indoor play space will also be used as a performance area and will include a stage and storage space. Physical education facilities must be designed with a focus on community use during non-school hours, since there is a high demand for both indoor and outdoor facilities.

## **Community Use and Partnerships**

It is assumed that the community will use the building for recreation, meetings and educational functions. Security during these times is important. The architect will note both active and passive security measures.

Kimball ES and its children benefit from the enthusiastic involvement of many community partners who contribute their time and money to help every Kimball student become successful. The following is a list of partners. Those highlighted in red provide 'hands-on' serves in before and after school programs, as well as tutoring or other needed services throughout the school day.

- **City Year**
- **Department of Behavioral Health**
- **Wednt Center**
- Friends of Fort Dupont Ice Arena
- **Hogan Lovells, LLP**
- First Baptist Church - Minnesota Avenue
- Edgewood Baptist Church
- Mount Enon Missionary Baptist Church
- Sam's Club
- **Washington, DC Nationals Baseball Academy**
- **DC Greens**
- **Reading Partners**
- **PlayWorks**
- Amtrak
- Big Chair Chess Club
- Boystown
- Department of Employee Services
- An Open Book Foundation
- First Book
- Ward 7 Education Council

## **Corridors and Commons Spaces**

The front entry lobby should be welcoming and inviting for students, staff, and visitors. Extensive display systems should be provided for 2-dimensional and 3-dimensional student work and awards. Finishes should be durable and easy to maintain. The scale of all spaces should be child-friendly. Colors, artificial lighting, and natural daylighting should be managed artfully to create an environment that communicates that school is a very special place.



**Furniture & Equipment**

Classrooms vary in shape and size; therefore, the furniture should be flexible to accommodate a variety of classroom formats for both individual and group activities. Teachers and students should have storage space for personal belongings, papers, books, supplies, and teaching materials.

To the extent possible, movable furnishings will be used, rather than fixed casework, to provide flexibility for future reconfiguration.

**Technology**

The facility will contain the latest in technology and be wired for voice, data, and video throughout the building. It is intended that access to technology will be seamless and pervasive throughout the building.

Every classroom will be wired for teacher audio enhancement. Research into this cutting-edge technology suggests that student learning can improve in classrooms where the teacher's voice is amplified and the classroom acoustics are designed to support voice clarity.

DCPS is moving to on-line testing. Approximately 1/3 of the students in Grades 2-5 should be able to test at one time. For Kimball students must be able to work for up to 4 hours using wired and wireless access.

**Handicapped Accessibility**

The entire facility will be accessible for students, staff, and visitors. This will be accomplished through judicious use of ramping and elevators with sufficient internal clearances for circulation, convenient bus/van loading and unloading, and nearby handicapped parking spaces. All elements of the Americans with Disabilities Act must be complied with, including wayfinding and signage, appropriate use of textures, and universal accessibility of all indoor and outdoor school facilities.

**Site**

The site circulation will be organized for safety and efficiency. This will be accomplished through careful separation of vehicular and pedestrian traffic. All play areas will be protected from vehicular and pedestrian traffic, so students can be assured of a safe and secure environment on the entire school site.

To the extent feasible the early childhood wing should have a separate play area and an outdoor classroom.

There are numerous site concerns at Kimball that should be addressed during the phasing of the modernization.

**Performance Criteria**

Lighting Quality: Improving natural and artificial lighting in classrooms

	<b>DESIGN PARAMETERS</b>	<b>PARAMETER NOTES</b>
1) Controlled Natural Lighting (Glazing)	10 - 12% of floor S.F.	LEED & Green Globe
2) Combined Light Quality	35-50 Foot-candles	IES
3) Lighting Power Density	0.99 Watts/S.F. or less	ASHRAE 2010 & CHIPS

Environmental / Air Quality: Addressing temperature control, ventilation, air filtration, carbon dioxide levels, and HVAC background noise to ensure comfortable rooms.

	<b>DESIGN PARAMETERS</b>	<b>PARAMETER NOTES</b>
1) Winter Temperature	68.5 to 75.5 degrees	EPA 2000 & ASHRAE 55-04
Summer Temperature	74 to 80 degrees	
2) Humidity	30 % to 60% relative humidity	EPA 2000 & ASHRAE 55-04
3) Air Changes	6-10 per hour	ASHRAE
4) Outdoor Air Ventilation	10CFM per person	Plus 0.12 per SF of area
5) Air Filtration	MERV 13	LEED
	MERV 6 to 8	ASHRAE 52.2-2007 & 62.1-2007
6) Carbon Dioxide Levels	Below 700 PPM above outdoor air	ASHRAE 62.1-2007
7) HVAC Background Noise Level	RC(N) Mark II level of 37	ASHRAE Handbook Chapter 47

Acoustics: Limiting reverberation and background noise and improving sound isolation.

	<b>DESIGN PARAMETERS</b>	<b>PARAMETER NOTES</b>
1) Reverberation	.6 per second	(ANSI S12.60-2002)
2) Background Noise	45 dBA	(LEED)
3) Sound Isolation (Varies)	STC 45 between Classrooms	

Technology: Providing data connections for online learning resources, AV equipment, and a sound system with emergency capabilities.

DESIGN PARAMETERS		PARAMETER NOTES
1) Data / Computer Drops	At Teacher and Student Computers, at wireless access points	
2) Audio / Video Equipment		
Projector linked to Teacher's PC		
or		
Interactive Whitebaord		
Sound Reinforcement	Amplifier, microphone, speakers	
3) Clock	Synchronized with Bell system	
4) Sound System & Emergency Call-box		
Ceiling or Wall Speaker	Class change bells, emergency announcements	
5) CCTV Camera (TBD)		
Security, WebX conferencing, Distance Learning		

Sustainability: Build for energy efficiency

DESIGN PARAMETERS		PARAMETER NOTES
1) Building EUI	20% below Baseline	ASHRAE 2010
2) Building Envelope	Meet or exceed R-value standards for building type	ASHRAE 90.1 2010
3) Water	Ultralow flow fixtures	ASHRAE 90.1 2010

## Safety & Security

DCPS wants to maintain an inviting and de-institutionalized environment, while simultaneously providing a safe environment for students, staff, and community who use the facility and adjacent support services. The organization of a building will have a major impact on student behavior and safety concerns. Building security can be addressed in an active or a passive manner: active security is based on security systems; passive security is based on program design, building configuration, and community participation. Schools should be based on passive concepts with applied active concepts where necessary.

### 1. Building Layout

- Avoid blind spots, corners, and cubby holes
- Locate administrative and teacher preparation with good visual contact of major circulation areas (i.e., corridors, cafeteria, bus drop-off, parking)
- Develop spatial relationships that naturally transition from one location to another
- Locate toilets in close proximity to classrooms
- Design toilets to balance the need for privacy with the ability to supervise
- Locate areas likely to have significant community (after school) use close to parking and where these areas can be closed off from the rest of the building

### 2. Types of Building Materials

- Use durable wall surfaces that are easy to clean so graffiti can be removed
- Incorporate pitched roofs which inhibit roof entry and are aesthetically pleasing
- Operational part of windows on the ground floor should be in the upper portion to prevent access.
- Install non-slip floors and walk-off mats at point of entry
- All doors will have locks on the inside.

### 3. Uses of Technology

- Phones in every instructional and support area
- Building-wide all-call designed to be heard throughout the school and on the play fields when needed
- Motion or infra-red detectors, which can also conserve lighting costs
- Video cameras that are used for instructional purposes could also be used for security purposes during non-school hours
- Smoke and heat detectors located throughout the building

### 4. Vehicular and Pedestrian Traffic

- Separate bus drop-off area from other vehicular traffic
- Separate staff and community parking area
- Separate student (pedestrian) traffic flow

### 5. Landscaping, Play/Practice Fields, Site, and Lighting

- Use native high trees and low bushes (less than three feet high) to deter hiding
- Use aesthetically pleasing fencing around perimeter of the building
- Non-intrusive lighting of all areas (not correctional-type lighting) according to the Light Pollution Credit in LEED-Ss with no lighting to leave property line
- Provide security lighting around building and parking lots with photocell timer, motion sensor and on/off capacity

## Energy and Environmental Design

There is a high interest in using the LEED certified school building as a teaching tool to teach environmental stewardship and awareness, while simultaneously providing an engaging environment for students, staff, and community who use the facility. The organization, understanding and use of a building will have a major impact on student and staff conservation behavior.

The sustainable design and green features of the building can be addressed in an active or a passive manner: active interaction is based on digital displays, educational features and curriculum integrated learning about environmental issues; passive interaction is based on the program design, building configuration, green building features, and energy efficient building automation.

### Passive Concepts

1. **Building Layout**
  - Concentrate daylight and views to the outside to areas of frequent human interaction (e.g. classrooms, cafeterias, media center, art rooms, music) with passive solar design
  - Avoid excessive window areas in corridors, lobbies, hallways with no gathering opportunities (design for less than 45% of wall area)
  - Avoid skylights and use roof monitors with vertical glazing instead
2. **Types of Building Materials**
  - Use durable wall surfaces that are easy to clean
  - Design for cleanability with easy and safe access
  - Incorporate light colored pitched roofs to prevent heat gain and leakage
  - Install high performance walk-off mats at all points of entry
  - Design with noise minimization in mind
3. **Uses of Technology**
  - For instructional and administrative purposes, the new school should have extensive technology systems. These same infrastructures and technology components can be used to enhance the perception of the buildings environmental components.
  - Website with environmental features of the school
  - Use only vacancy sensors for classrooms, cafeteria etc. to turn off (not on) lighting
  - Daylight sensors and dimming in larger areas (cafeteria, multi-purpose etc.)
4. **Vehicular and Pedestrian Traffic**
  - Provide sufficient, covered and secures bicycle storage
  - Provide bicycle lanes to building from all major access directions
5. **Landscaping, Play/Practice Fields, Site, and Lighting**
  - Use native high trees and low bushes and ground covers and locate to provide shade to the building
  - Non-intrusive lighting of all areas (not correctional-type lighting) according to the Light Pollution Credit in LEED-S with no lighting to leave property line
6. **Green Curriculum**
  - Provide outdoor classroom
  - Design interior with sense of buildings orientation to North – East – South - West

**Active Concepts**

- 1. Building Layout**
  - Provide signage to educate users about interior and exterior green building features throughout
  - Provide signage for user behavior modification, e.g. DCPS policy for thermostat settings, reminders to turn equipment off when not in use
  - Provide visitor map with floor plan for location and explanation of green building features
- 2. Types of Building Materials**
  - Provide view window to inside of wall constructions and mechanical room
  - Provide materials with environmental message in selective areas, e.g. 100% recycled post consumer plastic toilet compartments, wheatboard cabinets, or furniture made of wood harvested from school site, and explain with signage.
- 3. Uses of Technology**
  - For instructional and administrative purposes, the new school should have extensive technology systems. These same infrastructures and technology components can be used to enhance the perception of the buildings environmental components.
  - Green morning announcement with update on energy and water use
  - Student conducted energy audits
  - School based resource conservation program with frequent feedback to users
- 4. Vehicular and Pedestrian Traffic**
  - Provide preferred parking for DCPS Green Fleet (for carpooling and fuel efficient vehicles)
- 5. Landscaping, Play/Practice Fields, Site, and Lighting**
  - Design for no-mow areas
  - Design for student garden
  - Provide solar or wind powered, off the grid site lighting as demonstration model for select areas
- 6. Green Curriculum**
  - LEED credit Schools as a Teaching Tool requires 10 hours of instruction per student, grade and school year on environmental issues related to the school building. The school buildings design should support this requirement wherever possible.

## Design Guidelines for Outdoor Classrooms and School Gardens

This section provides guidance on the design of outdoor classrooms (the structure where students gather to learn) and the school garden (the larger area encompassing the outdoor classroom). Outdoor classrooms complement and expand school garden sites by providing a gathering area for teaching, but they are also multi-use spaces that serve as classrooms that support standards-based learning across subject areas.

The intent of an outdoor classroom is to provide a flexible outdoor space to accommodate classes of the core academic disciplines. Activities may include science experiments, reading, journaling, instruction, club meetings, and community gatherings. The age of users will range from Pre-K to adult.

An outdoor classroom should be designed to support an active school garden, preferably with a designated school garden coordinator. Schools that have demonstrated commitment to an active garden program in the past or that commit to retaining and empowering a school garden coordinator upon completion of the projects are ideal recipients of an outdoor classroom. To the greatest extent practical, design the site improvements associated with the outdoor classroom to include or add to garden components, including space for beds and circulation throughout the site.

### Building Envelope

Interior dimensions shall be approx. 30'x30'.

Roof will provide 100% protection from sun and rain. Roof will be permanent; seasonally attached canopies shall not be used.

Note: Not all DCPS sites are suitable for an enclosed classroom. In those cases, an open covered 'classroom' should be provided

Structure will be fully lockable when closed, but have an open-air feel during use. Four complete walls will include a combination of three wall types:

- Solid Wall- will hold white/chalk board, shelving and corkboard if provided. Solid wall will face north and may include attached/integral shed for storage of gardening tools. The exterior finish surface adjacent to the solid wall will be either concrete walkway or planting soil, dependent on whether exterior storage is provided.
- Screen Wall- will be constructed of non-moveable mesh or green screen material that will allow sunlight and wind to pass into structure and vines to grow up and through the material. Chain link is NOT acceptable. The material selected will be durable and vandalism-resistant. Exterior finish surface to adjacent to the wall will be planting soil to allow planting of vines and other plants. Screen wall will face south for optimum sun exposure for vines and to seedlings grown inside structure. Screen wall may also be used for the either the east or west facing walls.
- Retractable Wall- will be constructed of sliding barn doors or accordion doors. When closed, the doors will be locked at a single point and the entire structure will be secured. When fully open, the doors should retract so that 80% of the wall fully retracted and is open to the air with no obstructions. The floor surface below the doors should be flush and any hardware should be flush so that no tripping hazards protrude into the doorway. The retractable wall may face east, west; ideally both to provide occupants with greater flexibility in comfort and use.

There shall be no gaps larger than 4" in the envelope of the structure, and no moveable components except the barn or accordion doors of the retractable wall.

Floor surface will be polished concrete, sloped to drain away from the solid wall.

Provide hose bib and additional outlets on exterior of structure or nearby on site.

**Building Interior:****Teacher Table**

- Approx. 32SF surface, attached to floor
- Top will be lab table material or similar smooth, durable surface that shall be weather, temperature, chip and dent resistant.
- Sink with faucet shall be set into surface of the teacher table.
- Multiple electrical outlets shall be located on or near the top of the table for plugging of appliances.
- Clear space around table for students to gather, but positioned close to the solid wall so that the majority of the interior space will be used for student tables and activities.

**Student Tables**

- Seating for 30, ADA compliant spaces integral to layout
- DuMor Table 198-80PL or approved equal. Custom table height may be appropriate for younger students

**Site:**

Locate the structure so that it can be seen from the school and that students and faculty have a direct, convenient route to and from an outside door.

Locate the structure in proximity to the school garden if one exists.

Leave ample space around the structure, especially on the south side, for adding and moving of garden beds by the school community.

Provide a complete circulation system. Include an ADA compliant broom finish concrete walkway around the entire structure, to the building, and to appropriate elements such as shed doors and the full door width of the retractable wall.

Wifi signal shall be available inside the structure and in the surrounding garden area.

**Security:**

In some instances, a locked shed or structure can encourage theft or vandalism. The risk of damage and/or loss should be discussed with the school principal and staff when deciding on the configuration of the classroom. If risk of damage/loss is deemed to be a deciding factor, the structure design may be altered so that instead of retractable walls that can be closed and secured, open walls may be used.

**Plant Material:**

Plant material may range from large shade trees to perennial and annual grasses and herbs. Select the right plant for the right place. Consider future building additions or site configurations when locating woody plants like trees and shrubs so that future construction does not conflict with the site plan.



**Options/desirable elements:**

Green roof and/or roof that drains to rain barrel for use in garden if one exists

Cork or similar material on sheltered vertical surface for pinning

Interior shelving for storage of non-valuable materials, ideally with stored items fully visible to deter theft/vandalism

Greenhouse shelf cabinet to provide a minimum of 10 SF of shelving for growing of seedlings and other sensitive plants. The cabinet may be freestanding if located within a lockable classroom, but must be permanently attached and made of damage resistant materials if not located within a secure structure. The shelves shall be rodent resistant; wood or soft plastic shall not be used. The shelves will be fully enclosed with clear material that will allow sunlight to pass through and retain warmth/protect plants from the elements. If located inside, place in a southern exposure.

**School Garden:**

The outdoor classroom shall be the focal point of a school garden, either existing or in the future.

Potential garden elements include:

- Planting beds; consider raised tables for universal accessibility.
- Organic soil (60% topsoil/ 40% compost)
- Mulch (shredded hardwood or straw)
- Hose bib with hose rack; 2 spigots
- Plants, both edible and inedible (Toxic plants shall not be included)
- Trellises or awnings
- Seating, moveable or stationary
- Worktables, moveable or stationary
- ADA pathways between beds, through garden
- Tool shed; weatherized and lockable, conveniently located
- Fencing; type and height dependent upon purpose
- Drip irrigation
- Composting area and equipment
- Pollinator garden with paths
- Meadow with paths
- Wildlife habitat area with paths
- Rain garden
- Outdoor kitchen components such as brick oven
- Digging bed for younger students
- Hand washing station
- Science displays for experiments
- Interactive learning stations
- Community garden plots

## DCPS Recycles!

All DCPS schools are required to participate in the recycling program provided by DGS. All modernization projects must be designed to be consistent with the standardized supplies and services described at <http://dgs.dc.gov/page/healthy-schools>, with the expectation that in the near term future all schools will recycle and compost under this program.

Since each school is different, the DGS recycling program should be consulted regarding the following design considerations. In general, every modernization project is expected to provide

- **Adequate, accessible space for pick-up of all serviced containers**, usually to include (1) 8 cu yd dumpster OR compactor for paper and cardboard; (2-4) 96 gallon totes for glass/plastic/metals, and (3-10) 36 gallon totes for compostable waste; that is accessible to both front-end loaded and rear-end loaded trucks and allows custodian to easily transport totes to be picked up at ground level. The best configuration of containers will depend on the specifics of the hauling contract, the occupancy of the building and space restrictions. Compactors are not usually recommended for buildings with occupancy less than 500. The dimensions of a standard 8 cu yd side loaded dumpster are 71"x 80"x76" (length x width x height).
- **Secure space for storing serviced containers and collection bins** with easy access for custodian to roll bins to/from pick up location, and distributed as necessary to facilitate flow of materials throughout the building to the pick-up location.
- **Cafeteria and kitchen layout and millwork** that supports a logical flow of materials including emptying liquids, sorting waste into three categories (landfill, recycling, compost), and tray return, while avoiding congestion; includes space for changeable signage and labels; is consistent with compost and recycling supplies provided by DGS for cafeterias (accommodates 32-gallon Brute-style bins with wheels); allows for easy access for cleaning by custodians (bottom of the sorting station is the floor); and has countertop holes that accommodate easy dumping of waste using both compostable and reusable trays.

The DGS recycling program provides a **standardized set of recycling supplies** at no cost to each school, the number and type of bins to be determined according to building characteristics supplied by the project team.

Project teams should also consult with the recycling program regarding providing large, highly visible sorting stations with signage in select high traffic common areas (not in hallways, and not built into the wall); as well as regarding the type and placement of s.

### Building Space Summary

Space Summary	Modernization
	Total
Core Academic Areas	30,550
Media Center	3,750
Administration	2,775
Student Dining & Food Service	3,800
Auditorium/Assembly	4,650
Maintenance & Custodial Services	450
Mechanical, Electrical, Toilets, Custodial Closets	14,627
<b>Total Net</b>	<b>60,602</b>
Construction Factor[.082]	4,969
<b>Total Gross</b>	<b>65,571</b>

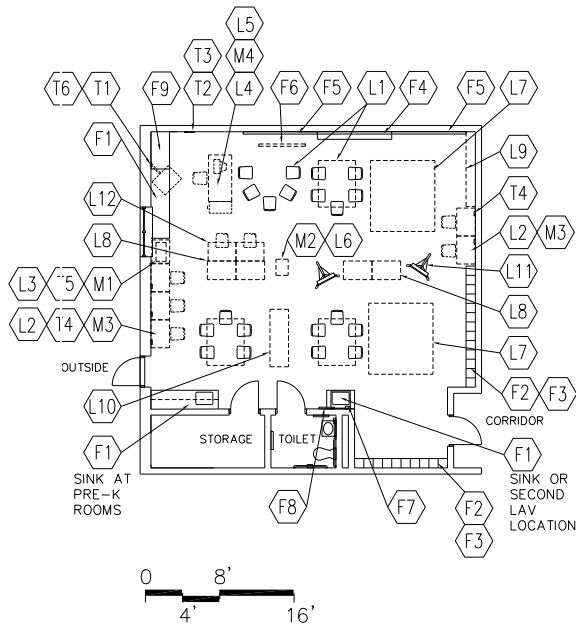
### Outdoor Area Requirements Summary

Exterior Spaces
Structured Play Area For Primary/Intermediate Grades
Protected Pre-School Play Area
Outdoor Paved Play Area [reduced size basketball courts, with markings for other games]
Outdoor Classroom
Green area for garden/environmental programs
Faculty, Staff, and Visitor Parking (40 spaces)

**Core Academic Area Space Requirements**

Spaces	Guideline		Total	Comments
	Quantity	S.F.		
Pre-S/Kindergarten Classroom	5	1,175	5,875	Includes 50 sf toilet
Kindergarten Classroom	3	1,175	3,525	Includes 50 sf toilet
Students commons	3	600	1,800	
Grade 1-2 Classroom	4	900	3,600	
Flexible classroom	1	900	900	Collaboration/tutoring room
Grade 3-5 Classroom	6	900	5,400	
Special Needs Classroom	2	900	1,800	
Special Needs - Resource Rm. - OT/PT - Speech - Offices	2 1 1 5	250 300 200 150	1,750	Psychologist, Social workers, behavior tech, coordinator
Academic Resource	3	250	750	Math, reading and world language
Level Reading Area - Instructional coach	1	700 200	900	Staff Development
Parent Center	1	300	300	
Workrooms - Laptop cart storage/charging	2 3	200 50	550	May be combined One per floor
<b>Additional instructional spaces</b>			0	
Art	1	1,150	1,200	w/ kiln and storage
Music	1	1,150	1,200	w/storage
STEM Lab	1	1,000	1,000	
			0	
<b>Total</b>			<b>30,550</b>	

Tolerances of + or – 5-15% are acceptable. Adjacencies as specified are desirable, but options may be considered and should be reviewed with the planning team.

**PRE-K-S / KINDERGARTEN****E-ACA-1A****CAPACITY:**

- Teachers
- 16-20 students (PS/PK/K)
- Parents/other staff

**SIZE:**

- 1,175 SF

**ANCILLARY SPACES:**

- Restroom E-ACA-16 (50 SF)
- Storage closet (50-100 SF)

**SPATIAL RELATIONSHIPS:**

- Group classrooms for potential teaming
- Locate coat cubbies near door
- Locate at first floor for emergency evacuations, if possible

**GOALS:**

- To foster self-discipline, independence, and responsibility
- To help children develop positive concepts about themselves and their capabilities
- To encourage and develop independent thinking and good work habits
- To develop language as a tool of learning and as a means of communication
- To provide and develop fundamental academic, social, emotional, physical, and thinking skills

**PROGRAM ACTIVITIES:**

- Whole group
- Teacher directed
- Small group
- One-on-one instruction
- Cooperative learning
- Discovery
- Language Arts
- Inquiry

**ENVIRONMENTAL CONSIDERATIONS:**

- Windows to provide natural light and egress
- Adequate ventilation
- Electrical outlets for equipment
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Uniform lighting
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV Presentation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Locate sink at chase wall of restroom (or in close proximity)
3. Locate restroom chase as close to corridor as possible to minimize pipe runs
4. Where rooms are paired provide two lavatories with joint access (not including sink in casework).

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

PRESCHOOL / PRE-K / KINDERGARTEN

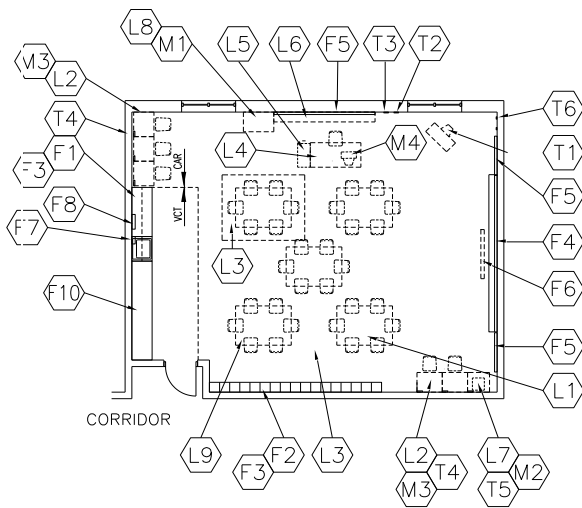
E-ACA-1A

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:	
Rubber tile/Area Rugs	096519/096816
Base:	
Resilient base	096519
Ceiling (9' high minimum):	
Suspended, acoustical	095113
Walls:	
Painted concrete masonry units or dry wall	
042000/099123	
One tackable wall surface	101100
<u>Loose Furnishings:</u>	
L1 20 stackable chairs, 4-5 tables	
L2 2 computer stations w/ chairs; 1 printer	
L4 Teacher work surface w/ mobile storage and 2 chairs	
L5 Four-drawer file cabinet	
L7 Bound carpet rug (oval), rug for block area, rug for reading area	
L8 Mobile shelving (various)	
L9 Bookshelves (open or closed)	
L11 Learning center sets such as sand/water tables, kitchen, child-height dining, dress-up center, art cart, science light board, and blocks.	
<u>Communications:</u>	Div. 27
Single point 'face plate' near teachers work station to include:	
Voice, data, VGA , audio enhancement, and HDMI	
Additional ports:	
Printer	
3 data ports for student use	
Electronic white board	
Clock/PA	
2 wireless	
Audio enhancement equipment	
<u>Miscellaneous:</u>	
M1 Printer	
M3 2 computers for students use	
M4 Computer for teachers use	

<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Fixed Equipment:	
Deep storage for poster board	
F2 Carpentry:	
Student cubbies (22/24)	064123
F3 Casework:	
Wall shelving (over cubbies)	123200
F4 Marker board (1 walls)	101100
10 LF primary	
F5 Tack board flanking marker board and on secondary teaching wall	101100
Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF	
F6 Manual projection screen (60"X60")	115213 <sup>3</sup>
F7 Soap dispenser	102800
F8 Towel dispenser	102800
F9 Casework:	
Wardrobe (18"X18")	123200
<u>Fire Suppression:</u>	Div. 21
Fire suppression system	
<u>Plumbing:</u>	Div. 22
Double sink at two heights	
w/ drinking fountain at child height	
w/ deep well at adult height	
Plumbing connections	
Wall-mounted watercloset	
Wall-mounted lavatory	
<u>HVAC:</u>	Div. 23
Supply/return air system	
Independent temperature control	
Exhaust air system (toilet)	
<u>Electrical:</u>	Div. 26
Duplex receptacles	
3 per primary teaching wall	
At least 2 per other walls	
TVSS protected quad receptacle adjacent to each data and video port	
Multilevel switching	
Fluorescent lighting	
Illumination level: See Table 7600-16	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Items listed as casework may be purchased as furniture.

**GRADES 1-5 CLASSROOM****E-ACA-2****SIZE:**

- 850 SF to 950 SF

**CAPACITY:**

- 20-22 students (1st – 2nd)
- 23-25 students (3rd – 5<sup>th</sup>)
- 1 teacher
- Staff members
- Guest speakers/volunteers

Note: The collaboration/tutoring room will be equipped similar to a regular classroom. Loose furniture will include a combination of two person 'cubicles' and comfortable soft seating.

**GOAL:**

- A flexible space to accommodate any of the core academic disciplines

**PROGRAM ACTIVITIES:**

- Large group instruction
- Small group instruction and group work
- Classroom work/lectures
- Computer instruction
- Team teaching
- Oral presentations
- Group and teamwork activities
- Testing

**SPATIAL RELATIONSHIPS:**

- Near main Corridor
- Near Media Center
- Near Workroom/Teacher Office
- Group classrooms for potential teaming
- Locate cubbies near student work area
- Locate coat cubbies near door

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- Adequate ventilation
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV presentations

**NOTES:**

1. Lose furnishings and features shown represent one of many possible arrangements.
2. Items listed as casework may be purchased as furniture.
3. Classroom layouts should be opposite hand allowing sinks to be back to back.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

GRADES 1-5 CLASSROOM

E-ACA-2

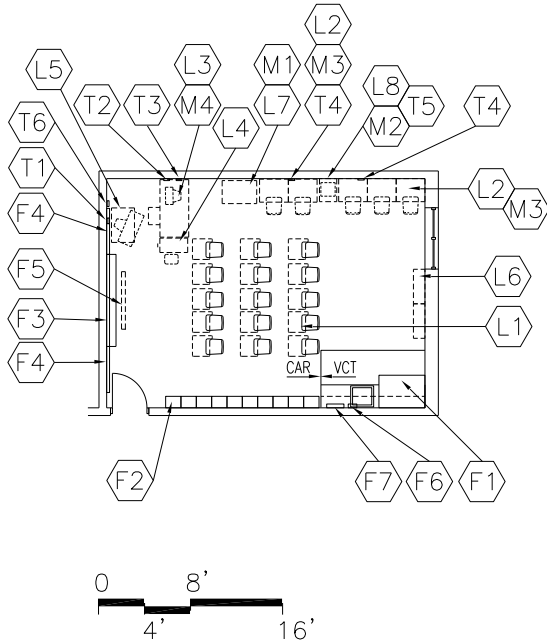
<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:	
Resilient tile flooring	096519
Base:	
Resilient base	096519
Ceiling (9' high minimum):	
Suspended, acoustical	095113
Walls:	
Painted concrete masonry units or dry wall	
One tackable wall surface	042000/099123 101100
<u>Loose Furnishings:</u>	
L1 5 tables or 24 student desks (see Furniture Standards)	
L2 3 computer workstations and chairs – student use	
L3 Bound carpet rug (thru Grade 2)	
L4 Teacher workstation with mobile storage and 2 chairs	
L5 Four drawer file cabinet	
L6 Adjustable height bookshelves	
L7 Printer table	
L9 24-27 student chairs	
<u>Communications:</u>	Div. 27
Single point 'face plate' near teachers work station to include:	
Voice, data, VGA , audio enhancement, and HDMI	
Additional ports:	
Printer	
3 data ports for student use	
Electronic white board	
Clock/PA	
2 wireless	
Audio enhancement Equipment	
<u>Electronic Safety and Security:</u>	Div. 28
Life safety devices per code	

<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Fixed Equipment:	
F1 Casework:	123200
Base/wall cabinets by sink	
F2 Carpentry:	
Student cubbies (24/28)	064123
F3 Casework:	
Wall shelving (24 LF- H 30-32")	123200
F4 Marker board (2 walls)	101100
16 LF primary/8 LF secondary	
F5 Tack board flanking marker boards	101100
Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF	
F6 Manual projection screen (60"X60")	115213 <sup>2</sup>
F7 Soap dispenser	102800
F8 Towel dispenser	102800
F9 Casework: Wardrobe (18"X18")	123200
<u>Fire Suppression:</u>	Div. 21
Fire suppression system	
<u>Plumbing:</u>	Div. 22
Sink with drinking fountain (optional)	
Plumbing connections	
<u>HVAC:</u>	Div. 23
Supply/return air system	
Independent temperature control	
<u>Electrical:</u>	Div. 26
Duplex receptacles	
3 per primary teaching wall	
2 per other walls	
TVSS protected quad receptacle adjacent to each data and video port	
Multilevel switching	
Fluorescent lighting	
Illumination level: See Table 7600-16	
Clock	
Central sound system	
<u>Miscellaneous</u>	Div. 27
M2 Printer	
M3 3 computers for student use	
M4 Laptop computer for teacher use	
Document camera	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Delete where a digital white board is installed.



**RESOURCE CLASSROOM****E-ACA-4****CAPACITY:**

- Up to 15 students
- 2 or more staff members

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

N/A

**GOAL:**

- To provide a safe and comfortable learning environment for students with unique learning challenges

**PROGRAM ACTIVITIES:**

- Small group work
- Independent instruction and work

**SPATIAL RELATIONSHIPS:**

- Located within Academic Core areas
- Ingress/egress to the building which allows for special transportation pick-ups

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35  
Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV presentation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Orientation of Resource Classroom shall be determined as a result of layout of adjacent classrooms
3. Sink shall be located with close proximity to corridor.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

RESOURCE CLASSROOM

E-ACA-4

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:	
Rubber tile	096519
Base:	
Resilient base	096519
Ceiling (9' high minimum):	
Suspended, acoustical	095113
Walls:	
Painted concrete masonry units or dry wall	042000/099123

Loose Furnishings:

- L1 8-10 student desks or 2-3 student tables
- L2 3 computer workstations and chairs
- L3 Teacher workstation and chair
- L4 Four-drawer file cabinet
- L5 Mobile shelving
- L6 Adjustable height bookshelves (20 LF)

Communications:

Div. 27

Single point 'face plate' near teachers work station to include:  
Voice, data, VGA , audio enhancement, and HDMI

Additional ports:

- Printer
- 3 data ports for student use
- Electronic white board
- Clock/PA
- 1 wireless

Miscellaneous:

- M2 Printer
- M3 3 computers for student use
- M4 Computer for teacher use

<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Fixed Equipment:	
F1 Casework:	123200
Base/wall cabinets and shelving	
Paper storage cabinets	
F3 Marker board (8 LF)	101100
F4 Tack board (8 LF minimum)	101100
F5 Manual projection screen	115213
F6 Soap dispenser	102800
F7 Towel dispenser	102800
F8 Casework: Wardrobe	123200

Fire Suppression:

Div. 21

Fire suppression system

Plumbing: Div. 22

Plumbing connections (optional)  
Sink with drinking fountain

HVAC: Div. 23

Supply/return air system  
Independent temperature  
Control

Electrical: Div. 26

Duplex receptacles  
3 per primary teaching wall  
2 per other walls  
TVSS protected quad receptacle  
adjacent to each data and  
video port  
Fluorescent lighting  
Illumination level: See Table 7600-16  
Multilevel

switching

16140

Clock  
Central sound system

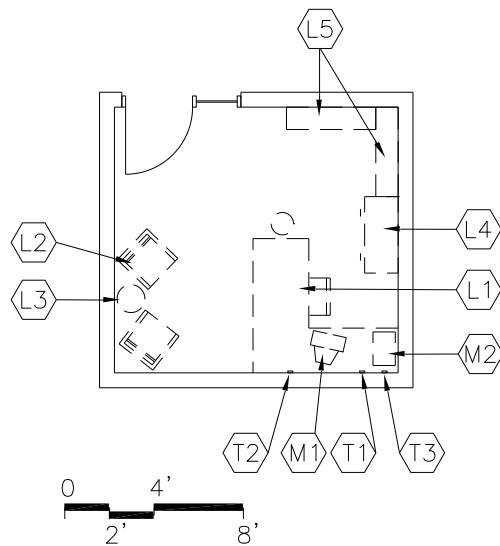
Electronic Safety and Security:

Div. 28

Life safety devices per code

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Items listed as casework may be purchased as furniture.

**STUDENT SERVICES****E-ACA-5****CAPACITY:**

- Counselors/social workers/Sped Coordinators
- Students and parents
- Staff

**SIZE:**

- 150 SF

**GOAL:**

- To serve as a space from which support staff can provide a variety of services to students and their families

**PROGRAM ACTIVITIES:**

- Group and individual counseling
- Student assessment

**SPATIAL RELATIONSHIPS:**

- Near Academic Core areas

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Windows to provide natural light if on outside wall, if possible

**NOTES:**

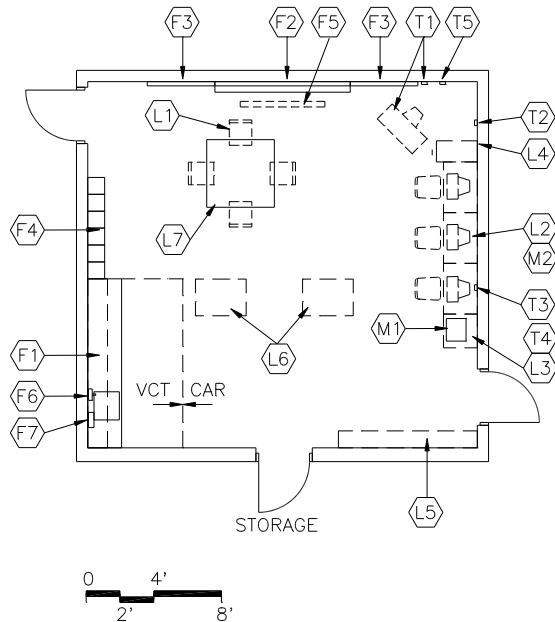
1. Loose furnishings and features shown represent one of many possible arrangements.
2. An internal window (with blinds) may be provided in lieu of sidelight.

**STUDENT SERVICES****E-ACA-5**

		Spec. Ref.#			Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>			<u>Features<sup>1</sup>:</u>		
Flooring:			Fixed Equipment:		
Linoleum		096516	N/A		
Base:			<u>Fire Suppression:</u>		Div. 21
Resilient base		096519	Fire suppression system		
Ceiling:			<u>Plumbing:</u>		
Suspended, acoustical		095113	N/A		
Walls:			<u>HVAC:</u>		Div. 23
Painted gypsum wallboard			Supply/return air system		
over metal studs		092116/ 099123	Independent temperature control		
<u>Loose Furnishings:</u>			<u>Electrical:</u>		Div. 26
L1	Admin workstation and chair		Duplex receptacles		
L2	Visitor chair		TVSS protected quad receptacle		
L3	Small table (optional)		adjacent to each data port		
L4	Four-drawer file cabinet		Single-level switching		
L5	Adjustable height bookshelves (12 LF)		Fluorescent lighting		
			Illumination level: See Table 7600-16		
			Clock		
			Central sound system		
			<u>Communications:</u>		Div. 27
			T1	Data port near workstation	
			T2	Voice port and phone	
			T3	Data port for printer	
			<u>Electronic Safety and Security:</u>		Div. 28
			Life safety devices per code		
			<u>Miscellaneous:</u>		
			M1	Computer	
			M2	Printer	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**CAPACITY:**

- Up to 3 students
- Up to 2 staff

**ANCILLARY SPACES:**

- Speech/Occupational/ Physical Therapy Storage (M-AC-14)

**GOAL:**

- To provide private functional mobility training for students

**PROGRAM ACTIVITIES:**

- Speech therapy
- Exercise
- Assistive technology evaluation
- Occupational and Physical Therapy

**SPATIAL RELATIONSHIPS:**

- Near Academic Core Classrooms
- Near Special Needs Classrooms
- Adjacent and access to Speech Occupational/Physical Therapy Storage

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Wheelchair accessibility
- Reinforce structure to support equipment such as a trapeze
- Windows to provide natural light, desirable; provide treatment to darken if windows are provided
- Auditory privacy

**NOTES:**

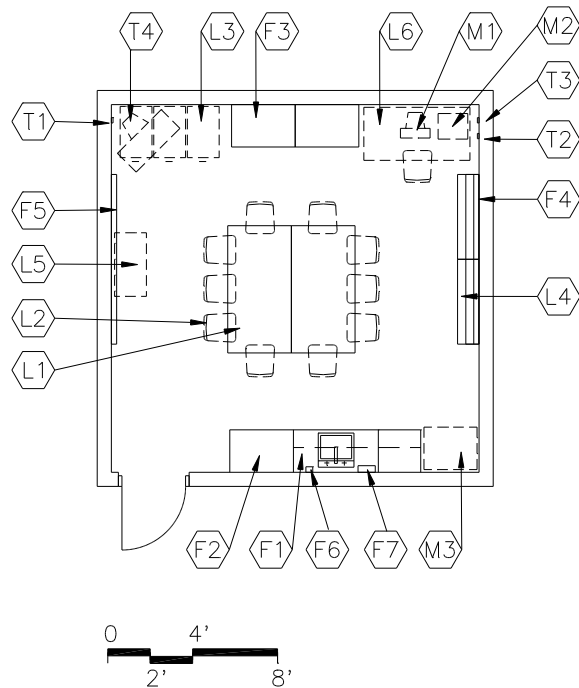
1. Loose furnishings and features shown represent one of many possible arrangements.

**SPEECH / OCCUPATIONAL / PHYSICAL THERAPY**

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:		Fixed Equipment:	
Resilient tile		F1 Casework:	123200
flooring096519		Wall/base cabinets with shelving	
Base:		F2 Marker board (8 LF)	101100
Resilient base	096519	F3 Tack board (8 LF)	101100
Ceiling:		F5 Manual projection screen	115213
Suspended, acoustical	095113	F6 Soap dispenser	102800
Walls:		F7 Towel dispenser	102800
Painted concrete masonry units		<u>Fire Suppression:</u>	Div. 21
042000 / 099123		Fire suppression system	
<u>Loose Furnishings:</u>		<u>Plumbing:</u> Div. 22	
L1 4 chairs		Plumbing connections	
L2 1 computer workstation (TBD)		Sink with drinking fountain	
L3 Printer table		<u>HVAC:</u> Div. 23	
L4 Four-drawer file cabinet		Supply/return air system	
L5 Adjustable height bookshelves (12 LF)		<u>Electrical:</u> Div. 26	
L6 Therapy equipment		Duplex receptacles:	
L7 Work table		3 per primary teaching surface	
		2 per other walls	
<u>Communications:</u>	Div. 27	TVSS protected quad receptacle	
T2 Voice port and phone		adjacent to each data and	
T3 1 data ports near workstation		video port	
T4 Data port at printer		Multilevel switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
<u>Miscellaneous:</u>		Clock	
M1 Printer		Central sound system	
M2 Teacher's laptop computer		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

**NOTES:**

Finishes/Features: Refer to Chapter 8 for specification references.

**CAPACITY:**

- Parents
- PTO/PTA members
- Volunteers

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

N/A

**GOALS:**

- To provide a place for parents to meet and work when they volunteer at school
- To provide a place for parents to store their personal belongings
- To provide space for parents to check-out and use parenting sources

**PROGRAM ACTIVITIES:**

- Small group meetings
- Work area
- Storage for personal items
- Storage of fundraising materials (PTO/PTA)
- Parent training

**SPATIAL RELATIONSHIPS:**

- Near Welcome Center
- Near Lobby Entrance
- Near Public Restrooms

**ENVIRONMENTAL CONSIDERATIONS:**

- Electrical outlets for equipment
- Lighting appropriate to task
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

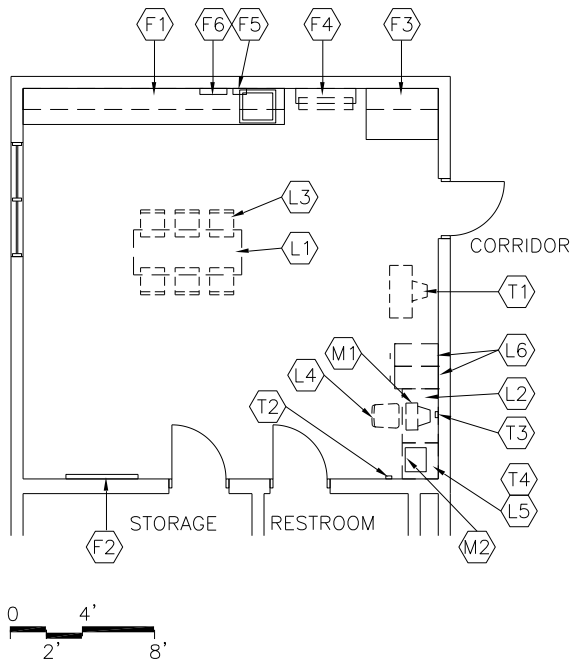
PARENT RESOURCE CENTER

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Casework:	123200
		Base/wall cabinets	
Base:		F2 Casework	
Resilient base	096519	Wardrobe cabinet	123200
Ceiling (8' high minimum):		F3 Casework:	
Suspended, acoustical	095113	Storage cabinets	123200
Walls:		F4 Marker board (8 LF)	101100
Painted concrete masonry units		F5 Tack board (8 LF)	101100
042000 / 099123		F6 Soap dispenser	102800
		F7 Towel dispenser	102800
<u>Loose Furnishings:</u>		<u>Fire Suppression:</u>	Div. 21
L1 2 tables (36" x 72")		Fire suppression system	
L2 10 chairs		<u>Plumbing: (optional)</u>	Div. 22
L3 Four-drawer file cabinet		Plumbing connections	
L4 Adjustable height bookshelves (20 LF)		Sink, single/deep bowl	
L6 Computer workstation		Hook-up for ice maker	
<u>Miscellaneous:</u>		<u>HVAC:</u>	Div. 23
M1 Computer		Supply/return air system	
M2 Printer		Independent temperature	
M3 Refrigerator with ice maker		control	
<u>Communications:</u>	Div. 27	<u>Electrical:</u>	Div. 26
T2 Voice port and phone		Duplex receptacles	
T3 Data port		TVSS protected quad receptacle	
T4 Video port, monitor, VCR/DVD,		adjacent to each data and	
and bracket		video port	
<u>Electronic Safety and Security:</u>	Div. 28	Multilevel switching	
Life safety devices per code		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.



**WORKROOM / TEACHER OFFICE/Instructional Coaches E-ACA-12****GOALS:**

- To provide a space where adults can meet for committee work
- To provide a space where teachers can perform administrative work
- To provide a space for storage of grade-level materials

**PROGRAM ACTIVITIES:**

- Team staff meetings
- Lesson planning and grading
- Scheduling appointments
- Record keeping
- Develop and review teacher materials

**SPATIAL RELATIONSHIPS:**

- Near Academic Core classrooms (centrally located)
- Access to Staff Restroom(s) from within Workroom/Teacher Office
- Access to Storage from within Workroom/Teacher Office

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Window to provide natural light, desirable

**CAPACITY:**

- Teachers
- Teachers' assistants
- Parents/volunteers

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Staff restroom

**NOTES:**

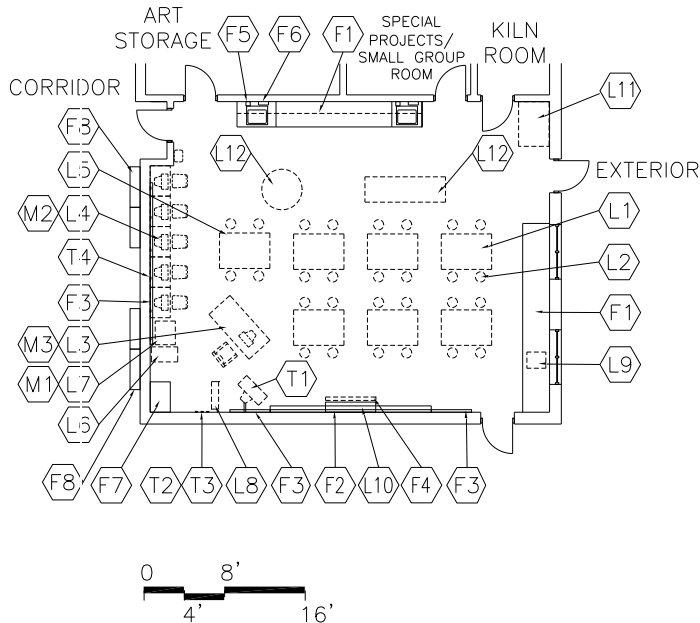
1. Loose furnishings and features shown represent one of many possible arrangements.
2. Optional: Consideration for internal window(s) with blinds to corridor.

## DCPS EDUCATIONAL SPECIFICATION

## KIMBALL ELEMENTARY SCHOOL

**WORKROOM / TEACHER OFFICE****E-ACA-12**

		Spec. Ref.#			Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>			<u>Features<sup>1</sup>:</u>		
Flooring:			Fixed Equipment:		
Resilient tile flooring		096519	F1 Casework:		123200
			Base cabinets		
			Wall cabinets/shelving		
Base:			F2 Tack board (4 LF)		101100
Resilient base		096519	F3 Casework:		123200
			Deep storage for poster board		
Ceiling:			F4 Towel		
Suspended, acoustical		095113	dispenser		102800
Walls:			F5 Soap dispenser		102800
Painted concrete masonry units		042000/099123			
<u>Loose Furnishings:</u>			<u>Fire Suppression:</u>		Div. 21
L1 1-2 Table (s)			Fire suppression system		
L2 Computer workstation furniture					
L3 6 chairs					
L4 Ergonomic task chair			<u>Plumbing:</u>	Div. 22	
L5 Printer table			Plumbing connections		
L6 2, four-drawer file cabinets			Sink		
<u>Communications:</u>		Div. 27	<u>HVAC:</u>	Div. 23	
T2 Voice port and phone			Supply/return air system		
T3 Data port near workstation					
T4 Data port at printer			<u>Electrical:</u>	Div. 26	
<u>Miscellaneous:</u>			Duplex receptacles		
M2 Networked Printer			TVSS protected quad receptacle		
			adjacent to each data and		
			video port		
			Fluorescent lighting		
			Illumination level: See Table 7600-16		
			Multilevel		
			switching		
			16140		
			Clock		
			Central sound		
			system		
			16823		
			<u>Electronic Safety and Security:</u>		Div. 28
			Life safety devices per code		

**ART LAB****E-VA-1****CAPACITY:**

- 20-24 students
- 1 teacher
- Student teacher
- Parent volunteers
- Student volunteers

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Kiln Room (E-VA-3) 75 SF
- Art Storage (E-VA-2) 125 SF

**SPATIAL RELATIONSHIPS:**

- Centrally located with convenient access to Core Academic classrooms
- Adjacent and access to Kiln Room

**GOALS:**

- To provide an area for students to work on a variety of art projects and to have positive experiences, which include developing confidence, commitment, and a sense of accomplishment
- To explore the manipulation of a variety of materials
- To develop technical and expressive skills
- To become aware of and be able to articulate thoughts about art and its reflection of other societies, cultures, and times
- To provide clean, adequate space in which to store art supplies and student projects

**PROGRAM ACTIVITIES:**

- Drawing, painting, and print making
- Sculpture, model-making, collage, and assembly
- Ceramics-clay (age appropriate)
- Computer graphics and mixed media work
- Guest artist lectures
- Demonstrations
- Viewing prints/slides/movies/art videos
- Research, reading, and writing
- Individual and cooperative group work
- Storage of supplies, projects, and small equipment
- Mixed media work

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/track and display lighting
- Windows to provide natural light and egress, preferably northern exposure
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Include outlets on the wall above counter spaces in raceway
- Electrical outlets for equipment
- Provide one ceiling hung, retractable electrical outlet
- Window treatment to darken room for AV presentation as required

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

ART LAB

E-VA

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:	
Quartz tile	096618
Base:	
Resilient base	096519
Ceiling (12' high minimum to underside of deck):	
Exposed structure, painted	099123
with acoustical treatment	098400
Walls:	
Painted concrete masonry units or dry wall	
One tackable wall	042000 / 099123

Loose Furnishings:

L1	12 2-person student work tables
L2	24-30 Student chairs
L3	Teacher workstation and chair
L4	3 computer (laptops) tables and chairs
L6	1, four-drawer file cabinet
L7	Audio visual cart for teacher use
L10	Adjustable height shelves (24 LF) for drying 3D objects
	Drying rack (40-80 slats)
	Flat storage (10 drawers)

Communications:

Div. 27

Single point 'face plate' near teachers work station to include:  
Voice, data, VGA , audio enhancement, and HDMI

Additional ports:

- Printer
- 3 data ports for student use
- Electronic white board
- Clock/PA
- 2 wireless

Miscellaneous:

M1	Interactive white board	Div. 27
M2	3 computers for student use	
M3	Computer for teacher use	
	Audio enhancement equipment	
	Document camera	

<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Fixed Equipment:	
F1 Casework:	
30" high base/wall cabinets near sinks	123200
Paper storage cabinets	
F2 Marker board	101100
16 LF primary	
F5 Tack board flanking marker board	
Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF	
F6 Manual projection screen (60"x60")	115213 <sup>3</sup>
F5 Soap dispenser (at each sink)	102800
F6 Towel dispenser (at each sink)	102800
F7 Casework: Wardrobe	123200
F8 Display cases	

Fire Suppression:

Div. 21

Fire suppression system

Plumbing:

Div. 22

Sinks with solids interceptor  
2 large, deep sinks  
Plumbing connections

HVAC:

Div. 23

Supply/return air system  
Independent temperature control  
Manually controlled general exhaust

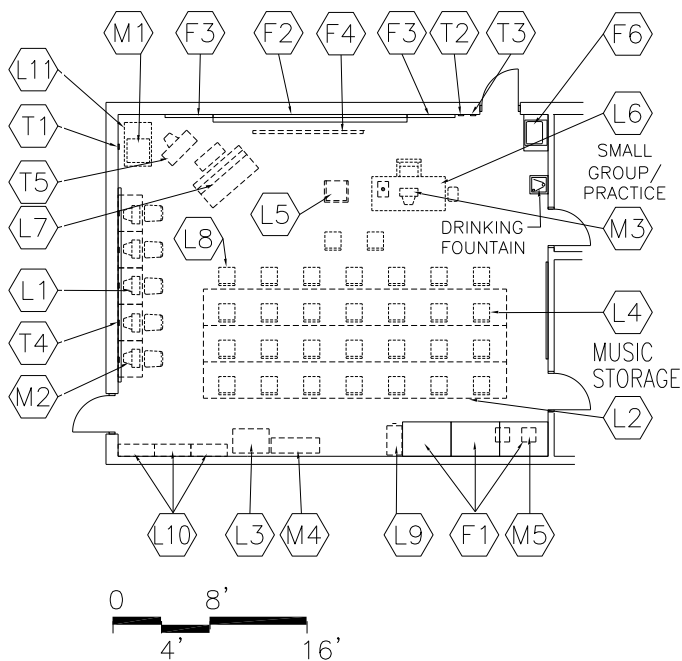
Electrical:

Div. 26

Duplex receptacles  
3 per primary teaching wall  
At least 2 per other walls  
TVSS protected quad receptacle adjacent to each data port  
Multilevel switching  
Fluorescent lighting  
Illumination level: See Table 7600-16  
Clock  
Central sound system  
Display/track lighting

NOTES:

Finishes/Features: Refer to Chapter 8 for specification references.

**GENERAL MUSIC ROOM****E-MU-1****CAPACITY:**

- 20-24 music students
- 1 teacher
- Parents/volunteers

**SIZE:**

- 1,000 SF

**GOAL:**

- To provide students with the opportunity to explore and develop skills in music through large group, ensemble, and solo experiences

**PROGRAM ACTIVITIES:**

- Listen, analyze, describe, and compose music (stereos, CD players, computers and printer, laser discs)
- Sing alone and with others (solos, duets, trios, ensembles, large groups)
- Guest speakers and performers (solo and ensembles)
- Group instruction (small and large)
- Choral, speech, theatrics (musicals, operas)
- View educational videos for music enrichment
- Extra-curricular after school activities (i.e., Odyssey of the Mind, church groups)

**SPATIAL RELATIONSHIPS:**

- Storage in the classroom

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/Theatrical lighting
- Environmental sound control:  
Wall minimum: STC 50  
Ceiling minimum: CAC 35
- Sound insulation in walls (extended above ceiling to underside of deck)
- Acoustical wall treatments
- Electrical outlets for equipment
- Adequate ventilation
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Auditory privacy
- Drinking fountain in classroom

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

GENERAL MUSIC ROOM

E-MU-1

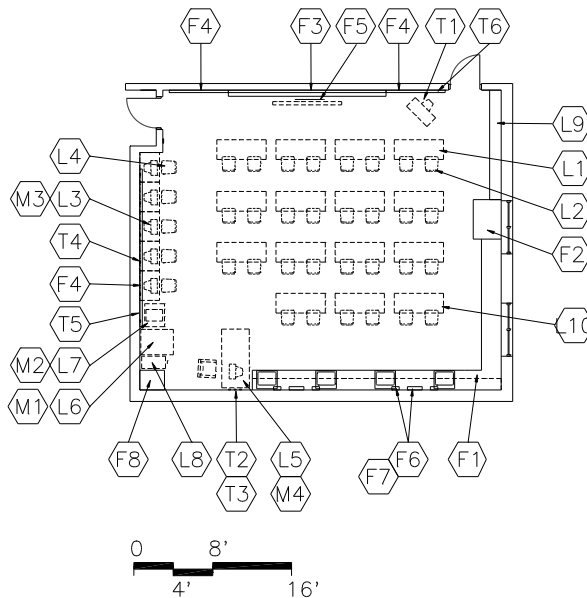
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Carpet	096816	F1 Casework:	
Base:		Paper storage cabinets	123200
Resilient base	096519	F2 Marker board (16 LF)	
Ceiling(10' high minimum):		1/2 with music staff bars	101100
Suspended, acoustical	095113	F3 Tack board	101100
Walls:		F4 Manual projection screen	115213
Painted concrete masonry units		F5 Casework:	
042000 / 099123		Wardrobe	123200
		F6 Casework:	
		Sink cabinet	123200
<u>Loose Furnishings:</u>		<u>Fire Suppression:</u>	Div. 21
L1 3 computer workstations and chairs		Fire suppression system	
L2 Portable choral risers with rails			
L3 Mobile A/V cabinet		<u>Plumbing:</u> Div. 22	
L4 24 music posture chairs		Plumbing connections	
L5 Conductor podium, chair and stand		Drinking fountain	
L6 Teacher desk and chair		Sink	
L7 Upright piano		<u>HVAC:</u> Div. 23	
Instrument storage		Supply/return air system	
(see furniture standards)		Independent temperature	
L9 Four-drawer file cabinet		control	
L10 Adjustable height bookshelves (24LF)		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
<u>Communications:</u>	Div. 27	3 per primary teaching wall	
Single point 'face plate' near teachers work		2 per other walls	
station to include:		TVSS protected quad receptacle	
Voice, data, VGA , audio enhancement,		adjacent to each data and	
and HDMI		video port	
Additional ports:		Multilevel switching	
Printer		Fluorescent lighting	
3 data ports for student use		Illumination level: See Table 7600-16	
Electronic white board		Theatrical lighting	
Clock/PA		Clock	
2 wireless		Central sound system	
<u>Miscellaneous:</u>		<u>Electronic Safety and Security:</u>	Div. 28
M1 Projection device on cart	Div. 27	Life safety devices per code	
M2 3 computers for student use			
M3 Computer teacher use			
M4 MIDI synthesizer			
M5 A/V recording/playback equipment			
Document camera			

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

## STEM LAB / SCIENCE LAB

E-ACA-14



## CAPACITY:

- 20-24 students
- 1-2 staff

## SIZE:

- 1,000 SF

## ANCILLARY SPACES:

N/A

## GOAL:

- To be an instructional space available on a scheduled basis by department or team of teachers

## PROGRAM ACTIVITIES:

- Direct instruction
- Research
- Student and class projects
- Cooperative learning groups
- Student display
- Activities

## SPATIAL RELATIONSHIPS:

- Near Academic Core Classrooms
- Near main Corridor
- Near Media Center
- Near Workroom/Teacher Office

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Window treatment to darken room for AV presentation
- Proportion classroom for effective viewing and listening from all areas of the classroom

## NOTES:

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Casework countertop at sink wall(s) shall be 30" deep with a 6" plumbing chase for services. No plumbing shall be in exterior wall

**STEM LAB / SCIENCE LAB**

		Spec. Ref.#			Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>			<u>Features<sup>1</sup>:</u>		
Flooring:			Fixed Equipment:		
Quartz tile		096618	F1 Casework:		
			Base cabinets and shelving		123200
Base:			F3 Casework:		
Resilient base		096519	Wall shelving (24 LF- H 30-32")		123200
Ceiling (9' high minimum):			F4 Marker board (2 walls)		101100
Suspended, acoustical		095113	16 LF primary/8 LF secondary		
Walls:			F5 Tack board flanking marker boards		
Painted concrete masonry units or dry wall		042000/ 099123	Plus two (2) parallel rows of continuous		
One tackable wall surface		101100	tack strips on all available walls (4 LF or		
			longer) at 30" and 48" AFF		
			F6 Manual projection screen (60"X60")		115213 <sup>3</sup>
			F8 Casework:		
			Wardrobe		123200
<u>Loose Furnishings:</u>			<u>Fire Suppression:</u>		Div. 21
L1 12 two-person tables			Fire suppression system		
L2 24 chairs					
L3 3 computer workstation furniture					
L5 Teacher desk and chair					
L6 Audio visual cart for teacher use					
L8 Four-drawer file cabinet					
L9 Adjustable bookshelves (24 LF)					
			<u>Plumbing:</u> Div. 22		
			Sinks with solids interceptor		
			Plumbing connections		
			2-4 sinks, single/deep bowl		
<u>Communications:</u>		Div. 27	<u>HVAC:</u> Div. 23		
Single point 'face plate' near teachers work			Supply/return air system		
station to include:			Independent temperature		
Voice, data, VGA , audio enhancement,			control		
and HDMI					
Additional ports:			<u>Electrical:</u> Div. 26		
Printer			Duplex receptacles		
3 data ports for student use			3 per primary teaching wall		
Electronic white board			At least 2 per other walls		
Clock/PA			Continuous raceway above countertop		
1 wireless			TVSS protected quad receptacle		
			adjacent to each data and		
<u>Miscellaneous:</u>			video port		
M1 Projection device on cart		Div. 27	Multilevel switching		
M2 Printer			Fluorescent lighting		
M3 3-5 computers for student use			Illumination level: See Table 7600-16		
M4 Computer for teacher use			Clock		
Audio enhancement equipment			Central sound system		
			<u>Electronic Safety and Security:</u>		Div. 28
			Life safety devices per code		

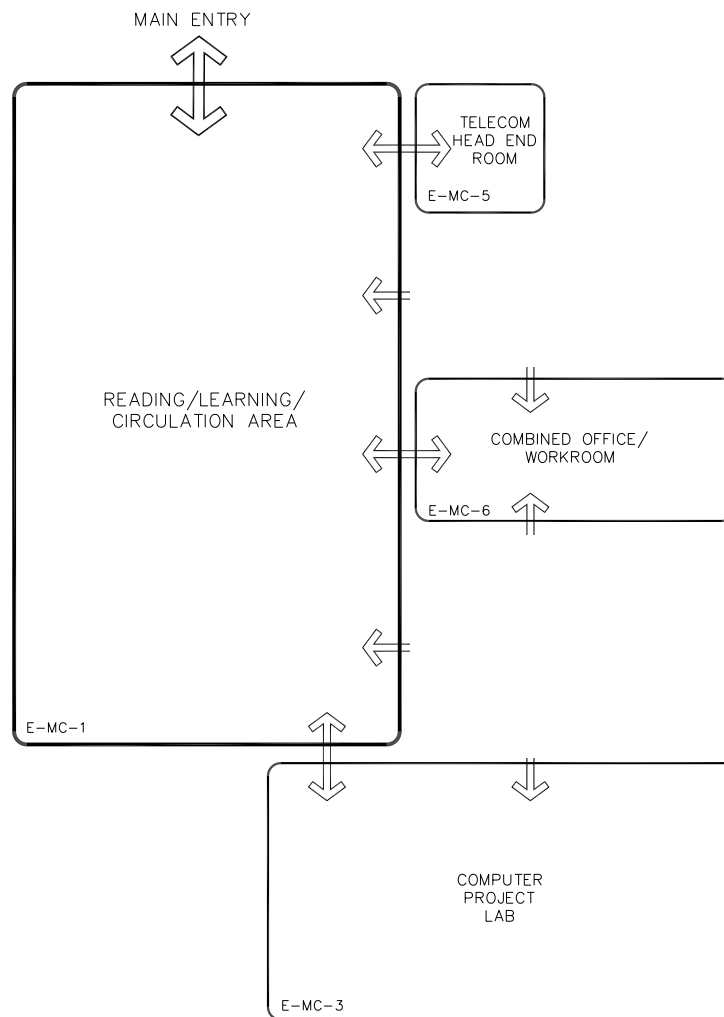
**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.



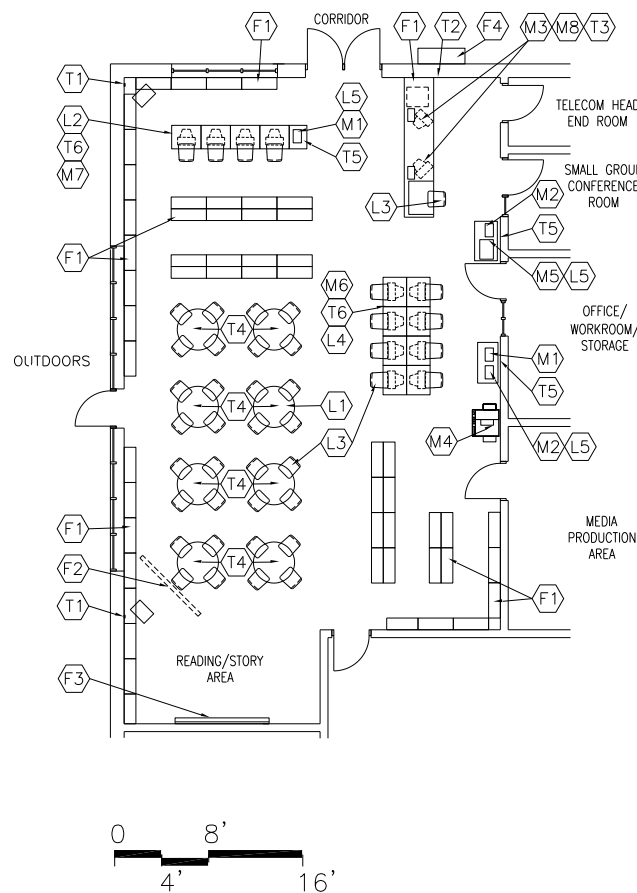
**MEDIA CENTER**

<b>Spaces</b>	<b>Qty.</b>	<b>S.F.</b>	<b>Total</b>	<b>Comments</b>
Reading/Learning/Circulation	1	2,000	2,000	
- Laptop lab w/movable wall	1	800	800	
Technical Processing Room	1	400	400	
Office	1	150	150	
Storage	1	250	250	
Lockable computer storage	1	50	50	
Telecom Head End Room	1	100	100	
<b>Total</b>			<b>3,750</b>	



## READING / LEARNING / CIRCULATION AREA

E-MC-1



## CAPACITY:

- 50 students
- 3 teachers
- 1 media specialist
- Community patrons after school hours

## PROGRAM ACTIVITIES:

- Reading
- Circulation of materials and resources including online catalogs
- Large group and small group instruction
- Informal small group interaction
- Provide meeting areas for community, staff, and parents
- Research
- Dramatic reading and storytelling

## SPATIAL RELATIONSHIPS:

- Instructional area to accommodate one full class of students
- Space around computers for 2-3 students to work together
- Story area with flexible seating
- Comfortable seating areas for independent reading
- Display areas for books and interesting objects
- Circulation area located close to entrance/exit
- Periodical area located near entrance and close to circulation
- Two catalog station areas centrally located

## ENVIRONMENTAL CONSIDERATIONS:

- Recessed floor (data and duplex) outlets in floor throughout
- Adequate ventilation
- Lighting appropriate to task with switches to dim separate zones of Media Center
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Electrical outlets at entrance for future security system
- Electrical outlets at all column locations
- Windows to provide natural light
- Security of school when center is in use after school hours
- Ceiling height in proportion to room dimensions
- Open flow for traffic in reference/professional/periodical areas
- Electrical outlets in toe space of wall shelving
- Window treatment to darken room for AV presentation

## NOTES:

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Freestanding book stacks shall be no more than 42" high with castors. Book stacks against the wall may be 60" to 72" high. Coordinate with other equipment and windows.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

READING / LEARNING / CIRCULATION AREA

E-MC-1

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Carpet	096816	F1 Library casework - see below	
Base:		F2 Motorized projection screen	115213
Resilient base	096519	F3 2 Marker board (8 LF each )	101100
		2 Tackboards (8 LF each)	
Ceiling:		F4 Display cases	123559
Suspended, acoustical	095113	<u>Fire Suppression:</u>	Div. 21
Walls:		Fire suppression system	
Painted concrete masonry units		<u>HVAC:</u>	Div. 23
042000 / 099123		Supply/return air system	
		Independent temperature control	
<u>Loose Furnishings (See examples attached):</u>		<u>Electrical:</u>	Div. 26
L1 8, four-person tables (different heights)		Duplex receptacles	
L2 2-4 automated card catalog stations		TVSS protected quad receptacle	
L3 45 chairs (per student enrollment)		adjacent to each data and	
L4 8-12 seated reference stations		video port	
L5 Printer table		Multi-level switching to allow for dimming	
Soft seating		part of the room	
<u>Miscellaneous:</u>		Fluorescent lighting	
M1 Black and white printers		Means of egress lighting per code	
M2 Color printers		Central sound system	
M3 2 bar code readers		Floor boxes (electrical/data) throughout	
M4 Photocopy machine		reading room for flexible loose	
M5 Digital scanner		furnishings layout	
M6 8-12 computers for student use		<u>Communications:</u>	Div. 27
M7 2-4 computers for reference		T1 2 video port, monitor,	
M8 2 computers for staff use		and brackets	
		T2 Voice port and phone at circulation desk	
		T3 2 data ports at circulation desk	
		T4 12 data ports for student use	
		T5 2 data ports for printers	
		T6 2 data ports for automated data catalog	
		Interactive board in the 'teaching area'	
		Cable/MATV port	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

**Shelving****Calculating Shelving Requirements**

Where possible shelves placed off of the wall should be on casters. All shelving must have a full back and be fully adjustable with no lip that prevents access to books. In determining type and placement of shelving, consider the following:

- Consider shelf height and arrangement to promote maximum visibility of students
- Freestanding, mobile double-faced stacks placed in rows of 4-6 sections are the most preferred stack arrangement
- Counter height shelving may be used for picture books, reference books and to create special interest areas
- Special shelving will be needed for periodicals and displays
- Shelves should not be more than two-thirds full. It is recommended that the top and bottom shelves be initially reserved for collection expansion or used for display
- To ensure continuity, purchase enough shelving to meet future needs
- Shelves that are longer than 36" may warp
- Shelves should be able to accommodate a variety of formats

**Mobile Shelving** to be placed in the center of the space should be mobile and there should be no lip around the shelves that block access to books. Examples:

- Brodart Mobile Shelving: <http://www.brodartfurniture.com/products/mobile-shelving/products~detail.aspx?id=114&cld=59>
- Demco Mobile Shelving: [http://www.demco.com/goto?PNHD21&intcmp=CN\\_D21](http://www.demco.com/goto?PNHD21&intcmp=CN_D21)

**Calculating Shelving Dimensions**

To calculate the linear feet of shelving needed, use the following:

- Picture/thin: 20 books per foot/60 books per shelf length,
- Standard size: 9 books per foot/30 books per shelf length,
- Reference books: 6 books per foot/18 books per shelf length
- Periodicals: 1 per foot for display purposes.

To calculate how many linear feet of shelving are required for a collection, take the total number of volumes to be housed and divide by the number of books per foot. For example, a primary collection of 5,000 volumes consisting of picture and thin books would require a total of 250 linear feet of shelving (5,000/20). Remember, shelves should only be two-thirds full. To allow for this, multiply the number of linear feet required by 1.33. (For example:  $250 \times 1.33 = 332.5$ , or 333 linear feet of shelving).

Use the following chart to determine how many linear feet there are per standard size unit of shelving:

Number of Shelves Per Unit	Linear Feet per Single-Faced Unit	Linear Feet per Double-Faced Unit
3	9	18
4	12	24
5	15	30
6	18	36
7	21	42

When arranging spaces, it is necessary to know how many volumes can be housed per unit. To determine how many volumes per unit, use the following chart:

Number of Shelves Per Unit	Type of Book	Single-Faced	Double-Faced
3	Picture/thin	180	360
	Standard Size	90	180
	Reference	54	108
4	Picture/thin	240	480
	Standard Size	120	240
	Reference	60	120
5	Picture/thin	300	600
	Standard Size	150	300
	Reference	90	180
6	Picture/thin	360	720
	Standard Size	180	360
	Reference	108	216
7	Standard Size	210	420

When determining depth of shelving, consider the following:

- Use 10-inch shelf depth for standard size books.
- Use 12-inch shelf depth for picture books, reference books, and periodical and audiovisual storage.
- Equipment storage will require 18-24-inch shelf depth ("Maine School Library," 1999).

## Furniture

**Circulation Desks** should not be overly large and should be placed with maximum sight lines for the space. A book drop and book cart should be included as well as desk space, and work space.

Height of the consideration as all ADA

desk should take in to the size of the students as well guidelines. Examples:

Circulation Desk

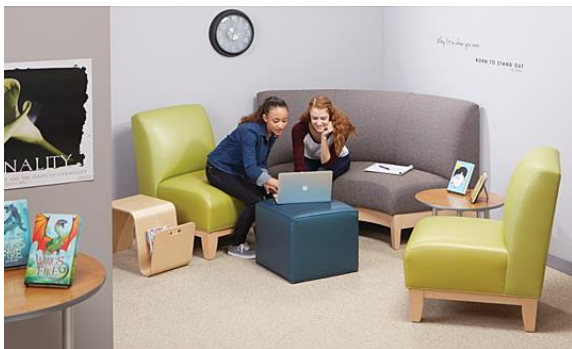


OPAC Catalog Stations



**Book drops** if at all possible, in addition to the book drop in the circulation desk, a second lockable book drop should be accessible from the hallway outside the library. A second book cart should be provided to collect the books from this book drop.

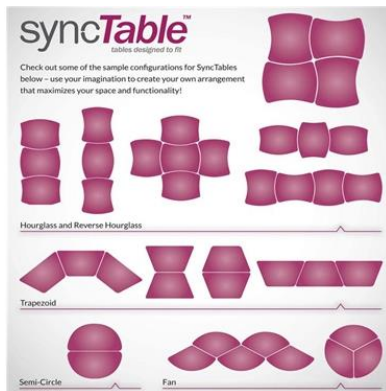
**Soft seating** encourages students to read independently and to collaborate. It should be easily cleaned and proportional to students. There should be soft seating throughout the LMC space. Examples from Demco (<http://www.demco.com/goto?PNHC64>):



<http://www.brodartfurniture.com/products/opening-the-book-reading-hideaway/products-detail.aspx?id=35&cld=69>

**Collaborative work spaces** should include desks, tables and chairs easily reconfigured depending on the activity. Examples:





Sync Tables from Broadart (with casters)

<http://www.broadartfurniture.com/products/synctable/products~detail.aspx?id=134&cld=72>

## Technology

### OPAC Catalog Stations

Computers dedicated to OPAC searching should be placed at the circulation desk or throughout the LMC, not included as part of a computer lab.

### Computer Area

- Peripheral design strongly preferred (vs. lecture/row style)
- Flexible furniture preferred; plain tables for collaboration should be included in the center of the room when possible
- Network drops should be available for 28-30 students
- Desktops hardwired
- 100% wireless coverage

### Mobile Labs

- 1 mobile cart of 30 laptops should be dedicated for library use
- Secure storage should be available to accommodate all mobile labs. Please ensure space is large enough to accommodate various models of laptop carts.
  - Locking, windowless closet with power and HVAC. Shelving may be included above cart height to maximize space.

### eReaders

- Kindle Fire HD 7 – DCPS standard
- Lockable charging cart such as, <http://www.jar-systems.com/products/jar-remote-management-solution/jar-versatile-tablet-cart-36-sb-6310b> or <http://www.touchboards.com/lapcabby/tabcab32hbl/usa/?v=0>

### Interactive Teaching Space

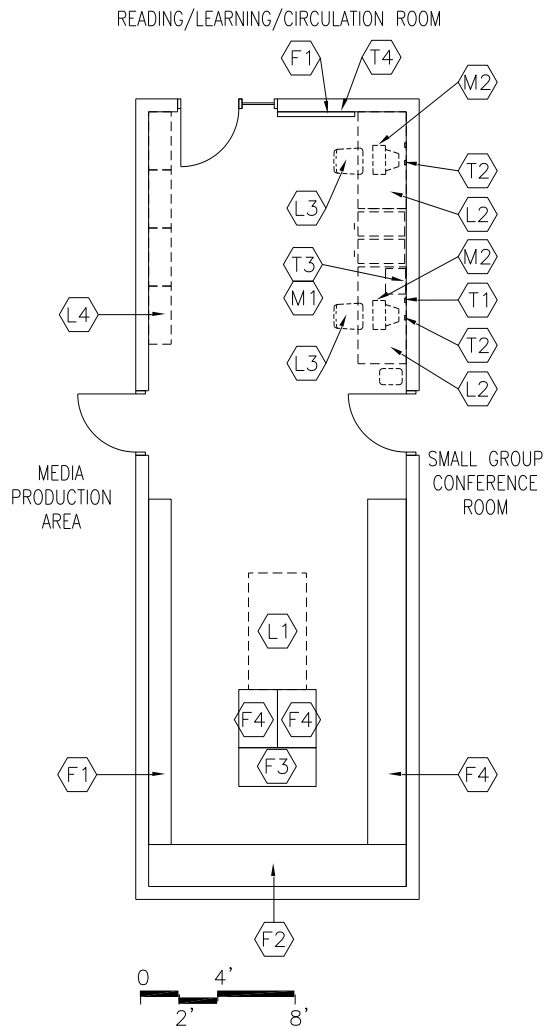
- Minimum of one Hitachi projector or interactive board, per DCPS standard

### Video Content Distribution System

- MediaCast is the DCPS standard

References for additional information:

- Potter School Renovation <http://www.scribd.com/doc/228255148/Potter-Library-Renovation#scribd>; <https://youtu.be/n-ZwdDVVAsA>

**TECHNICAL PROCESSING ROOM****E-MC-6****CAPACITY:**

- Media specialists

**ANCILLARY SPACES:**

- Reading/Learning/Circulation Area (E-MC-1)

**GOAL:**

- To provide a less visible and secure space for processing incoming materials and storage of materials

**PROGRAM ACTIVITIES:**

- Storage of materials
- Storage of A/V materials and videotapes
- Scanning
- Digitizing

**SPATIAL RELATIONSHIPS:**

- Adjacent to and access to Reading/Learning/Circulation Area
- Adjacent to and access to Office
- Adjacent to and access to Media Production Area
- Located behind circulation desk and whole class zone

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Auditory privacy

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.



**TECHNICAL PROCESSING ROOM**

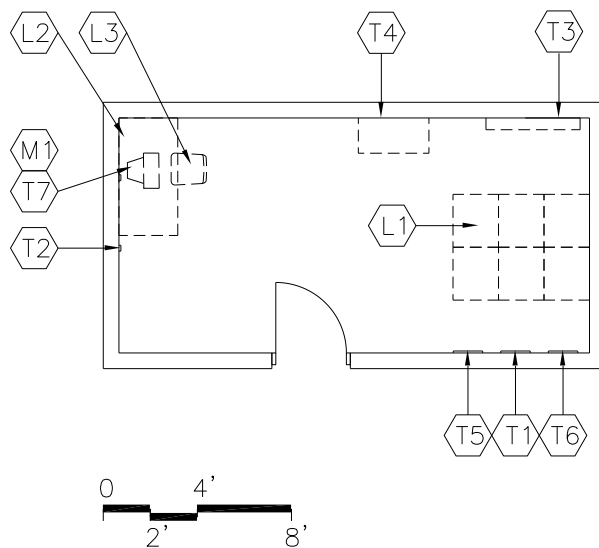
<u>Finishes<sup>1</sup>:</u>	Spec.	<u>Features<sup>1</sup>:</u>	Spec.
<u>Ref.</u>	#	<u>Ref.#</u>	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Storage shelving	105613
Base:		F2 Casework:	
Resilient base	096519	Tall cabinet (24" deep)	123200
Ceiling:		F3 Poster/map storage	123200
Suspended, acoustical	095113	F4 Casework:	
Walls:		Base cabinets with power	123200
Painted concrete masonry units	042000 / 099123	<u>Fire Suppression:</u>	Div. 21
<u>Loose Furnishings:</u>		Fire suppression system	
L1 Work table		<u>Plumbing:</u>	
L2 Computer workstation		Plumbing for sink	
L3 Chair		<u>HVAC:</u> Div. 23	
L4 Adjustable height bookshelves		Supply/return air system	Div. 15
L5 Four – drawer file cabinets		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		At casework island	
		TVSS protected quad receptacle	
		adjacent to each data port	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 Data port	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Printer	
		M2 2 computers	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

## TELECOM HEAD END ROOM

E-MC-5



## CAPACITY:

- 1-2 staff members

## SIZE:

- 200 SF

## ANCILLARY SPACES:

- Reading/Learning/Circulation Area (E-MC-1)

## GOALS:

- To provide a secure area to serve as the information hub of the school. File servers will serve the building computer network
- To provide satellite up and down links that will send and receive voice, video, and data
- Location of cable TV input and output
- All areas of the school are to be wired to this area

## PROGRAM ACTIVITIES:

- Voice, video, data reception, and distribution
- Security system location
- Network management
- Telephone wiring entry and distribution
- Cable and CCTV reception and broadcasting

## SPATIAL RELATIONSHIPS:

- May also be located in the Administration Area
- Adjacent to and access to Reading/Learning/Circulation Area
- Could be accessed from workroom in lieu of Reading/Learning/Circulation Area
- Additional access from corridor

## ENVIRONMENTAL CONSIDERATIONS:

- Adequate power supply will be required and auxiliary UPS power for back-up (Quality of power is important.)
- Dedicated electrical circuitry
- Air conditioning dedicated to this space
- Adequate ventilation
- Access to ceiling and walls for modification to systems and wiring
- Security of door

## NOTES:

1. Loose furnishings and features shown represent one of many possible arrangements.

## TELECOM HEAD END ROOM

## E-MC-5

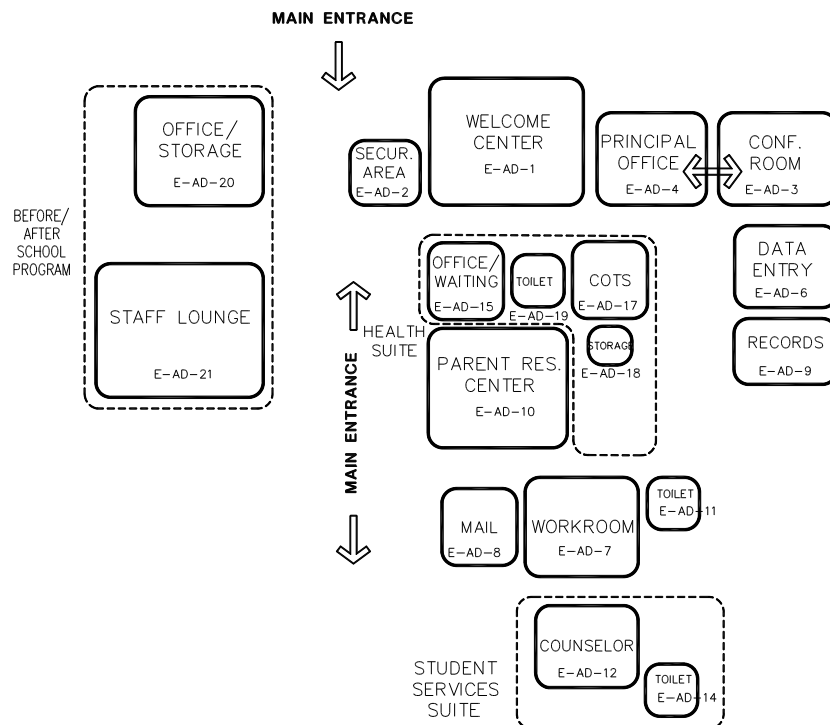
<u>Finishes<sup>1</sup>:</u>		Spec.	<u>Features<sup>1</sup>:</u>		Spec.
		<u>Ref.</u>			<u>Ref.#</u>
		#			
Flooring:					
Resilient tile flooring		096519	<u>Fire Suppression:</u>		Div. 21
			Fire suppression system		
Base:			<u>Plumbing:</u>		
Resilient base		096519	N/A		
Ceiling:			<u>HVAC:</u>	Div. 23	
Suspended, acoustical		095113	Supply/return air system		
			Independent, packaged system		
Walls:			<u>Electrical:</u>		Div. 26
Painted concrete masonry units		042000 / 099123	Duplex receptacles		
			Quad receptacles for		
			electronic systems		
			Single-level switching		
			Fluorescent lighting		
			Central sound system		
<u>Loose Furnishings:</u>			<u>Communications:</u>		Div. 27
L1 6-8 technology racks			T1 Data network system		
L2 Workstation			T2 Voice port and phone		
L3 Ergonomic task chair			T3 Telephone switchgear		
			T4 Video network control		
			T5 Satellite dish connection		
			T6 Satellite/cable system controls		17430
			Access		
			<u>Electronic Safety and Security:</u>		Div. 28
			Life safety devices per code		
			<u>Miscellaneous:</u>		
			M1 Computer		

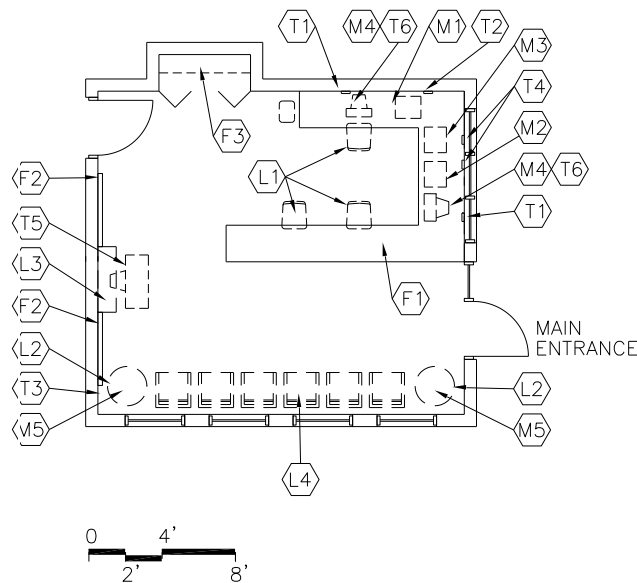
NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

**ADMINISTRATION**

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Welcome Center	1	350	350	
Security Area w/ storage	1	75	75	
Conference Room	1	200	200	
Principal's Office	1	180	180	
Assistant principal and Dean Office	2	120	240	
Administrative Workroom	1	150	150	
Mailroom	1	75	75	
Records Room	1	100	100	Needs to be a secure space.
Toilet	1	50	50	
<b>Health Suite</b>				
Office	1	100	100	
Waiting/Treatment Area	1	180	180	
Cots	1	100	100	
Storage	1	25	25	
Toilet	1	50	50	
Extended Day Office/Storage	1	500	500	City Year
Staff Lounge	1	400	400	Includes staff toilet with shower.
<b>Total</b>			<b>2775</b>	



**WELCOME CENTER****E-AD-1****CAPACITY:**

- Administrative assistants
- Visitors/parents
- Students

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

N/A

**GOAL:**

- To provide a space designed to help students and the public feel welcome and to provide easily accessed information

**PROGRAM ACTIVITIES:**

- Greeting visitors
- Waiting for students or staff
- Student waiting/pick up area
- Workstation for administrative assistant

**SPATIAL RELATIONSHIPS:**

- Located inside the main Administrative Area
- Centrally located to Administrative Area
- Near public restrooms
- Maximize view to the exterior and main entry

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, areas of soft lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Administrative area should be mechanically zoned for year round use.
- Windows to provide natural light

**NOTES:**

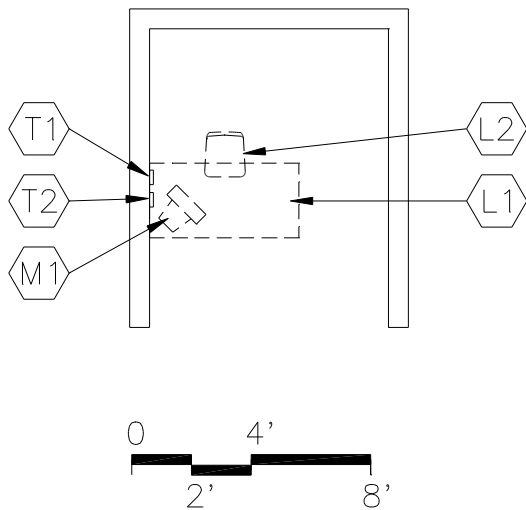
1. Loose furnishings and features shown represent one of many possible arrangements.

**WELCOME CENTER**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1    Finish carpentry	
		Reception counter	064123
Base:		F2    Tack board (8 LF)	101100
Resilient base	096519	F3    Closet shelving	064123
Ceiling (8' high minimum):		<u>Fire Suppression:</u>	Div. 21
Suspended, acoustical	095113	Fire suppression system	
Walls:		<u>Plumbing:</u>	
Painted gypsum wallboard		N/A	
over metal studs	092116 / 099123		
<u>Loose Furnishings:</u>		<u>HVAC:</u>	Div. 23
L1 2 ergonomic task chairs		Supply/return air system	
L4 4-6 guest chairs		Independent temperature control	
		<u>Electrical:</u>	Div. 26
<u>Miscellaneous:</u>		Duplex receptacles	
M1    Fax		TVSS protected quad receptacle	
M2    printer		adjacent to each data port	
M4    2 computers		Single-level switching	
M5    Table lamps		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1    2 voice port and phone	
		at workstations	
		T2    Fax port	
		T3    Voice port and phone	
		at waiting area	
		T4    data ports for printer	
		T6    Data port near each workstation	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**SECURITY AREA****E-AD-2****GOAL:**

- To serve as a check-in and checkpoint for non-school visitors

**PROGRAM ACTIVITIES:**

- Check-in/out visitors
- Monitor main entrance to school
- Workstation for security office

**SPATIAL RELATIONSHIPS:**

- Adjacent to main entry

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35

**CAPACITY:**

- Security officer

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

N/A

**NOTES:**

Loose furnishings and features shown represent one of many possible arrangements.

**SECURITY AREA**

		Spec. Ref.#			Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>			<u>Features<sup>1</sup>:</u>		
Flooring:			Fixed Equipment:		
Resilient tile flooring		096519	N/A		
Base:			<u>Fire Suppression:</u>		Div. 21
Resilient base		096519	Fire suppression system		
Ceiling (8' high minimum):			<u>Plumbing:</u> Div. 22		
Suspended, acoustical		095113	Fire protection system		
Walls:			<u>HVAC:</u> Div. 23		
Painted concrete masonry units		042000 / 099123	Supply/return air system		
<u>Loose Furnishings:</u>			Independent temperature control		
L1	Admin workstation		<u>Electrical:</u> Div. 26		
L2	Ergonomic task chair		Duplex receptacles		
			TVSS protected quad receptacle adjacent to each data and video port		
			Multilevel switching		
			Fluorescent lighting		
			Illumination level: See Table 7600-16		
			Clock		
			Central sound system		
			<u>Communications:</u>		Div. 27
			T1 Voice port and phone		
			T2 Data port		
			<u>Electronic Safety and Security:</u>		Div. 28
			Life safety devices per code		
			<u>Miscellaneous:</u>		
			M1 Computer		

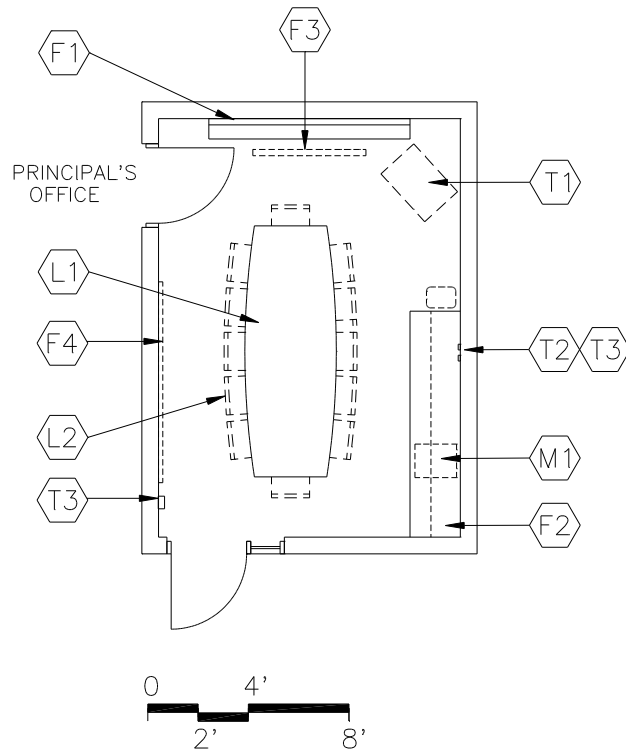
**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.



## CONFERENCE ROOM

## E-AD-3



## CAPACITY:

- Staff
- Students
- Parents
- Visitors

## SIZE:

- 200 SF

## ANCILLARY SPACES:

- Principal's Office (E-AD-4)

## GOAL:

- To provide a place for administrative conferences or meetings

## PROGRAM ACTIVITIES:

- Conferences with staff, students, parents, and visitors

## SPATIAL RELATIONSHIPS:

- Near Welcome Center
- Centrally located within Administrative Area
- Adjacent and access to Principal's Office

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting, appropriate to task
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 40
- Electrical outlets for equipment
- Windows to provide natural light, desirable
- Auditory privacy

## NOTES:

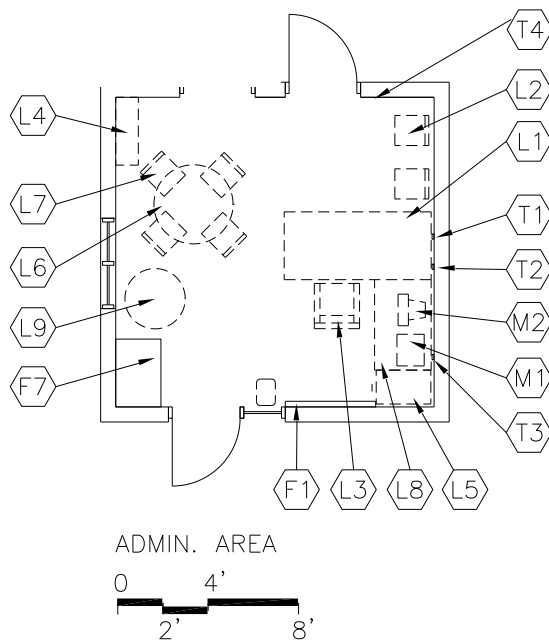
1. Loose furnishings and features shown represent one of many possible arrangements.

**CONFERENCE ROOM  
E-AD-3**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Marker board (8 LF)	101100
Base:		F2 Casework:	
Resilient base	096519	Base/wall cabinets (6 LF)	123200
Ceiling (8' high minimum):		F3 Manual projection screen	115213
Suspended, acoustical	095113	F4 Tack board (8 LF)	101100
Walls:		<u>Fire Suppression:</u>	Div. 21
Painted gypsum wallboard		Fire suppression system	
over metal studs	092116 / 099123	<u>Plumbing:</u>	
		N/A	
<u>Loose Furnishings:</u>		<u>HVAC:</u>	Div. 23
L1 Conference table (with table		Supply/return air system	
technology installations (VGA jacks, data		Independent temperature	
outlets, power outlets, etc.)		control	
L2 12 chairs		<u>Electrical:</u>	Div. 26
		Duplex receptacles	
		TVSS protected quad receptacle	
		adjacent to each data and	
		video port	
		Multilevel switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T2 Voice port and phone	
		T3 2 data ports	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Under counter refrigerator	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**PRINCIPAL'S OFFICE****E-AD-4****CAPACITY:**

- Principal

**SIZE:**

- 180 SF

**ANCILLARY SPACES:**

- Conference Room (E-AD-3)

**GOAL:**

- To provide an office for the principal to give instructional leadership in a personal and organized environment for students, staff, and community

**PROGRAM ACTIVITIES:**

- Conferences with students, parents, teachers, staff, and visitors
- Curriculum development
- Research and planning
- Telephone communications
- Dealing with personnel issues
- Coordination of school and support services

**SPATIAL RELATIONSHIPS:**

- Near main entry
- Near administrative assistant
- Adjacent and access to Conference Room

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, appropriate to task
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Windows to provide natural light
- One area should be especially child-scaled and friendly for working with individual children
- Auditory privacy
- Back door to secondary corridor, desirable

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**PRINCIPAL'S OFFICE**

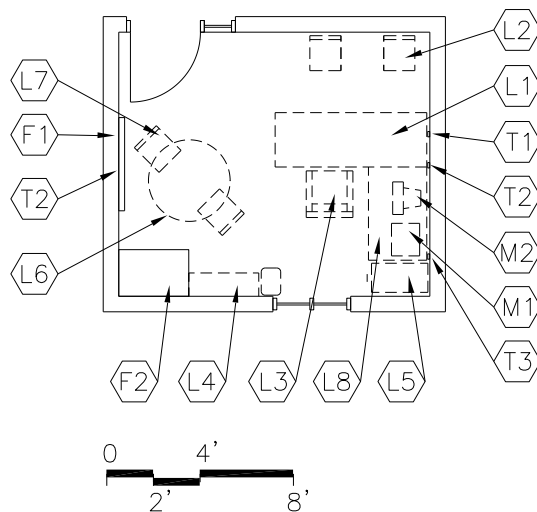
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Tack board (4 LF)	101100
		Wall mounted coat rack/shelf	
Base:		<u>Fire Suppression:</u>	Div. 21
Resilient	096519	Fire suppression system	
Ceiling (8' high minimum):		<u>Plumbing:</u>	
Suspended, acoustical	095113	None	
Walls:		<u>HVAC:</u>	Div. 23
Painted gypsum wallboard		Supply/return air system	
over metal studs	092116 / 099123	Independent temperature control	
<u>Loose Furnishings:</u>		<u>Electrical:</u>	Div. 26
L1 Desk		Duplex receptacles	
L3 Ergonomic task chair		2 outlets per wall minimum	
L4 Adjustable height bookshelves (12 LF)		TVSS protected quad receptacle	
L5 Four-drawer file cabinet		adjacent to each data and	
L6 Conference table		video port	
L7 4-6 chairs		Single-level switching	
		Fluorescent lighting	
<u>Miscellaneous:</u>		Central sound system	
M1 Printer		<u>Communications:</u>	Div. 27
M2 Computer		T1 Voice port and phone	
		T2 Data port near workstation	
		Cable drop for input/output	
		T3 Data port for printer	
		T4	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

## OTHER OFFICE

## E-AD-5



## GOAL:

- To provide an office for the assistant principal to perform administrative functions

## PROGRAM ACTIVITIES:

- Conferences with parents
- Student interaction
- Conferences with individual teachers or small groups
- Telephone communications (private)
- Research and planning
- Coordination of school and support services

## SPATIAL RELATIONSHIPS:

- May be located near Academic Core for supervision
- May be located near administration suite

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Windows to provide natural light
- Auditory privacy

## CAPACITY:

- Assistant Principal

## SIZE:

- 120 SF

## ANCILLARY SPACES:

N/A

## NOTES:

- Loose furnishings and features shown represent one of many possible arrangements.

## DCPS EDUCATIONAL SPECIFICATION

## KIMBALL ELEMENTARY SCHOOL

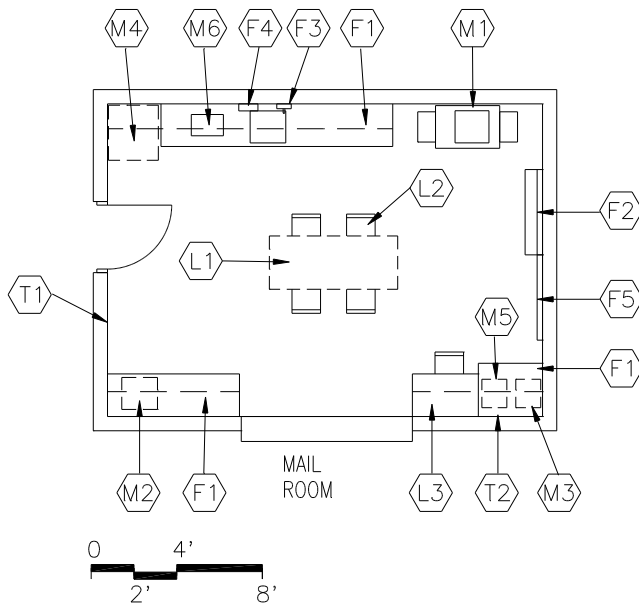
## OTHER OFFICE

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Tack board (4 LF)	101100
		F2 Casework:	
Base:		Wardrobe	103200
Resilient base	096519		
		<u>Fire Suppression:</u>	Div. 21
Ceiling (8' high minimum):		Fire suppression system	
Suspended, acoustical	095113		
		<u>Plumbing:</u>	
Walls:		N/A	
Painted gypsum wallboard			
over metal studs	092116 / 099123	<u>HVAC:</u>	Div. 23
		Supply/return air system	
<u>Loose Furnishings:</u>		Independent temperature	
L1 Admin workstation		control	
L2 2 visitor chairs			
L3 Ergonomic task chair		<u>Electrical:</u>	Div. 26
L4 Adjustable height bookshelves (12 LF)		Duplex receptacles	
L5 Four-drawer file cabinet		2-Outlets per wall minimum	
L6 Round table		TVSS protected quad receptacle	
		adjacent to data and video port	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Central sound	
		system	
		16823	
		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 2 data ports	
		T3 Data port for printer	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Printer	
		M2 Computer	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

# ADMINISTRATIVE WORKROOM E-AD-7

**CAPACITY:**

- Secretaries and Administrators
- Volunteers
- Staff

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Mail Room (E-AD-8)

**GOAL:**

- To provide an area for office production activities

**PROGRAM ACTIVITIES:**

- Copying
- Collating
- Sorting of files
- Preparing communications for mailing
- Binding reports
- Telephone communications

**SPATIAL RELATIONSHIPS:**

- Near Welcome Center
- Adjacent to Mail Room

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, appropriate to task
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Organize for efficient work flow and sufficient clearance for several people to work at one time

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**ADMINISTRATIVE WORKROOM**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Casework:	123200
		Base/wall cabinets and shelving	
Base:		F2 Marker board (4 LF)	101100
Resilient base	096519	F3 Soap dispenser	102800
		F4 Towel dispenser	102800
Ceiling (8' high minimum):		F5 Tack board (4 LF)	101100
Suspended, acoustical	095113		
Walls:		<u>Fire Suppression:</u>	Div. 21
Painted gypsum wallboard		Fire suppression system	
over metal studs	092116 / 099123		
<u>Loose Furnishings:</u>		<u>Plumbing: (optional)</u>	Div. 22
L1 Work table		Plumbing connections	
L2 4 chairs; task chair		Hook-up for refrigerator ice maker,	
L3 Computer workstation		sink, single/deep bowl	
		<u>HVAC:</u>	Div. 23
		Supply/return air system	
		Independent temperature	
		control	
<u>Miscellaneous:</u>		<u>Electrical:</u>	Div. 26
M1 Copier		Duplex receptacles	
M2 Paper cutter		Raceway above countertop	
M3 Laminating machine		TVSS protected quad receptacle	
M4 Refrigerator with ice maker		adjacent to each data port	
M5 Color printer		Single-level switching	
M6 Microwave		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Dedicated receptacle for copier	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Voice ports and phones	
		T2 Data port for printer	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

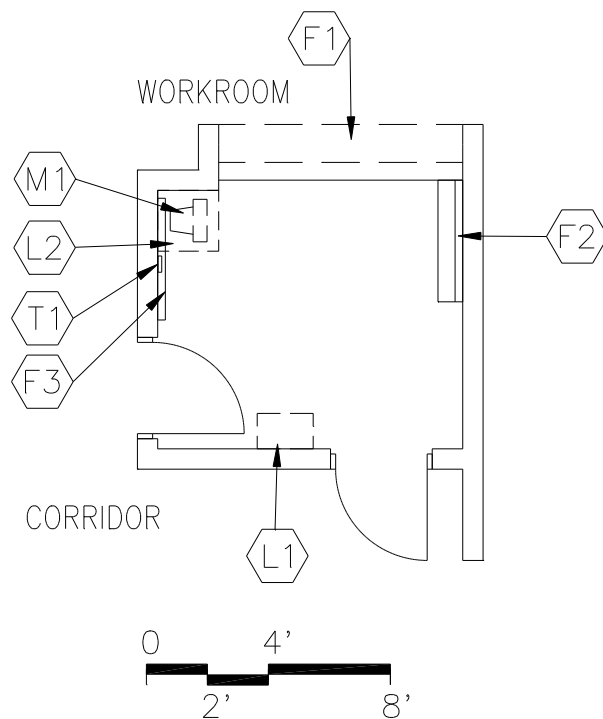
NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.



## MAILROOM

E-AD-8



## CAPACITY:

- Staff
- Faculty

## SIZE:

- Varies, see table

## ANCILLARY SPACES:

- Administrative Workroom (E-AD-7)

## GOAL:

- To provide an area to disseminate mail to staff members

## PROGRAM ACTIVITIES:

- Delivery of general mail
- Sign in/out location

## SPATIAL RELATIONSHIPS:

- Adjacent to Administrative Workroom
- Located in Administrative Area
- Accessible from main corridor

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Separate entry/exit doors

## NOTES:

1. Loose furnishings and features shown represent one of many possible arrangements. The mail cubicles can be either on the wall or through the wall, verify with each school for their preference.

**MAILROOM  
E-AD-8**

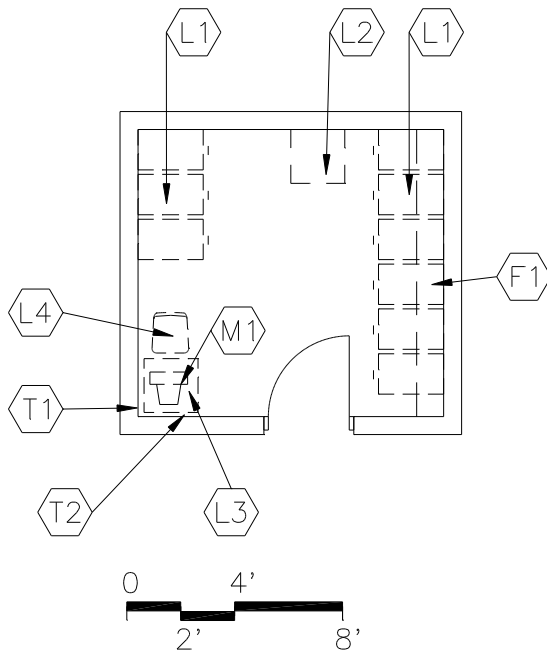
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Casework:	123200
		Mail slots	
Base:		12" wide x 6" high x 15" deep	
Resilient base	096519	(65, 80, 95 total slots) pass-through	
		cabinets below	
Ceiling (8' high minimum):		F2 Marker board (4 LF)	101100
Suspended, acoustical	095113	F3 Tack board (4 LF)	101100
Walls:		<u>Fire Suppression:</u>	Div. 21
Painted gypsum wallboard		Fire suppression system	
over metal studs	092116 / 099123		
<u>Loose Furnishings: (optional)</u>		<u>Plumbing:</u>	
L2 Computer table (standing height)		N/A	
		<u>HVAC:</u>	Div. 23
		Supply/return air system	
		<u>Electrical:</u>	Div. 26
		Duplex receptacles	
		TVSS protected quad receptacle	
		adjacent to each data port	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Data port	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Computer	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

## RECORDS ROOM

E-AD-9



## GOAL:

- To provide secure, fireproof, and adequate storage for money, records, and other valuable items

## PROGRAM ACTIVITIES:

- Storing of money and other valuable items
- Storage of files and records
- Accessible to administration staff

## SPATIAL RELATIONSHIPS:

- Near Data Entry Office

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Security of door

## CAPACITY:

- Secretaries
- Staff

## SIZE:

- Varies, see table

## ANCILLARY SPACES:

N/A

## NOTES:

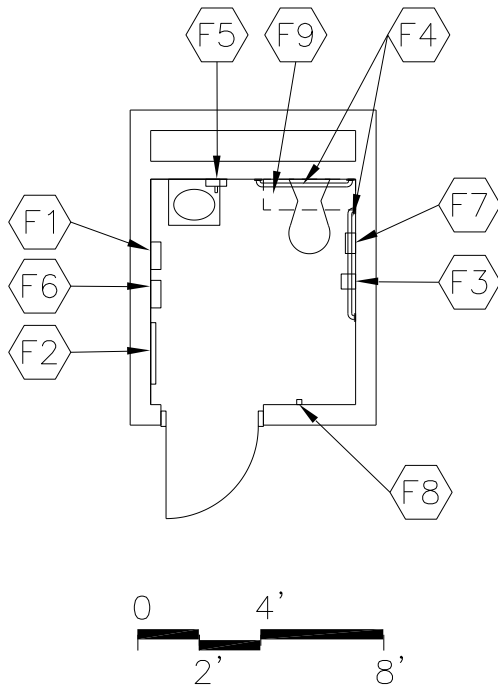
- Loose furnishings and features shown represent one of many possible arrangements.

**RECORDS ROOM**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Casework:	
		Wall shelving	123200
Base:			
Resilient base	096519	<u>Fire Suppression:</u>	Div. 21
Ceiling (8' high minimum)		Fire suppression system	
Suspended, acoustical	095113		
Walls:		<u>Plumbing:</u>	
Painted concrete masonry units		N/A	
	042000 / 099123		
<u>Loose Furnishings:</u>		<u>HVAC:</u>	Div. 23
L1 8-10, four-drawer file cabinets (fireproof)		Exhaust air system	
L2 Small safe			
L3 Small table		<u>Electrical:</u>	Div. 26
L4 Chair		Duplex receptacles	
		TVSS protected quad receptacle	
		adjacent to each data port	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 Data port	
		<u>Electronic Safety and Security:</u>	
		N/A	
		<u>Miscellaneous:</u>	
		M1 Computer	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**STAFF TOILET****E-AD-11****CAPACITY:**

- Staff

**SIZE:**

- 50 SF

**ANCILLARY SPACES:**

N/A

**PROGRAM ACTIVITIES:**

- Personal and health needs for administrative staff
- Changing clothing

**SPATIAL RELATIONSHIPS:**

- Near Welcome Center

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Moisture- and stain- resistant finishes
- Adequate exhaust/ventilation

**NOTES:**

1. Extend walls above ceiling to deck above for security and acoustical reasons.
2. Provide staff restrooms for both men and women.
3. Each pair of staff restrooms should be distributed throughout the building at appropriate locations.

**STAFF TOILET  
E-AD-11**

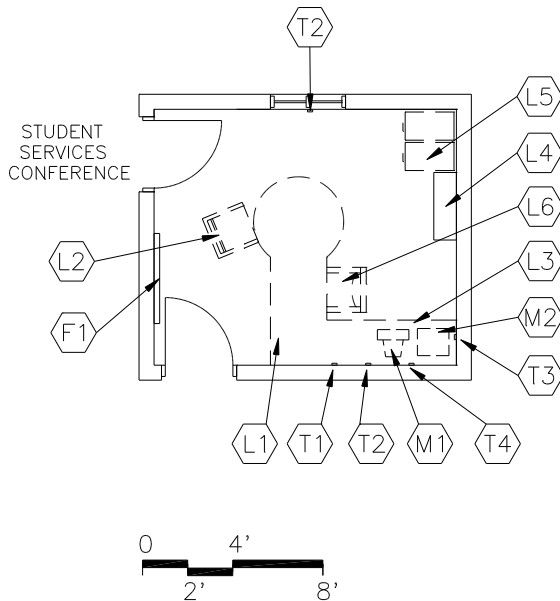
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Ceramic tile	093000	F1 Towel dispenser	102800
		F2 24" x 60" mirror	102800
Base:		F3 Toilet tissue holder	102800
Ceramic mosaic tile base	093013	F4 36" and 42" grab bars	102800
Resilient	096519	F5 Soap dispenser	102800
		F6 Sanitary dispenser	102800
Ceiling:		F7 Sanitary disposal	102800
Suspended, acoustical	095113	F8 Coat hook	102800
		F9 Casework:	
Walls:		Wall cabinet	103200
Painted concrete masonry units			
042000 / 099123		<u>Fire Suppression:</u>	Div. 21
		Fire suppression system	
		<u>Plumbing:</u> Div. 22	
		Wall-mounted water closet	
		Wall-mounted lavatory	
		Plumbing connections	
		Floor drain	
		<u>HVAC:</u> Div. 23	
		Exhaust air system	
		Supplemental heat as required	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Fire alarm devices per code	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

## COUNSELOR'S OFFICE

E-AD-12



## CAPACITY:

- Counselor
- Intern
- Psychologist
- Social worker
- Reading resource
- Math resource
- Science resource
- ESL

## SIZE:

- 150 SF

## ANCILLARY SPACES:

- Student Service Conference Room (E-AD-13)

## GOAL:

- To provide counseling and other student support services in a professional environment that is easily accessible to students, staff, parents, and the community

## PROGRAM ACTIVITIES:

- Counseling for students and parents
- Administrative paperwork
- Enrollment and orientation of new students

## SPATIAL RELATIONSHIPS:

- Near Student Services Conference Room
- Near Welcome Center
- Adjacent and access to Student Services Conference Room

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting, appropriate to task
- Environmental sound control:
  - Walls minimum: STC 45
  - Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Windows to provide natural light

## NOTES:

1. Loose furnishings and features shown represent one of many possible arrangements.

**COUNSELOR'S OFFICE**

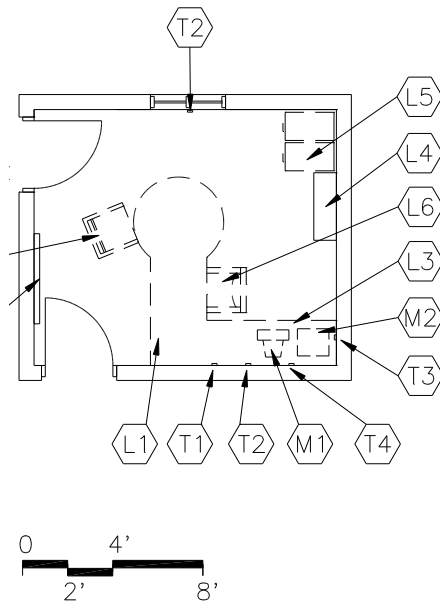
<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Tack board (4 LF)	101100
Base:		<u>Fire Suppression:</u>	Div. 21
Resilient base	096519	Fire suppression system	
Ceiling (8' high minimum):		<u>Plumbing:</u>	
Suspended, acoustical	095113	N/A	
Walls:		<u>HVAC:</u>	Div. 23
Painted gypsum wallboard		Supply/return air system	
over metal studs	092116 / 099123	Independent temperature control	
<u>Loose Furnishings:</u>		<u>Electrical:</u>	Div. 26
L1 Admin workstation		Duplex receptacles	
L2 Visitor chair		TVSS protected quad receptacle	
L3 Computer desk return		adjacent to each data and	
L4 Adjustable height bookshelves (12 LF)		video port	
L5 2, four-drawer file cabinets		Single-level switching	
L6 Ergonomic task chair		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 2 data ports	
		T3 Data port for printer	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Computer	
		M2 Printer	

**NOTES:**

Finishes/Features: Refer to Chapter 8 for specification references.



## OFFICE AREA E-AD-15



### CAPACITY:

- Staff
- Students
- Parents
- Visitors

### SIZE:

- 100 SF

### ANCILLARY SPACES:

- Treatment Area (E-AD-16)
- Storage (E-AD-18)

### GOAL:

- Administrative and meeting area for health services

### PROGRAM ACTIVITIES:

- Meeting area for students parent or guardian
- Administrative activities by school nurse
- Private conversations

### SPATIAL RELATIONSHIPS:

- Adjacent and access to Treatment Area
- Adjacent and access to Storage

### ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Visual control to Welcome Center or corridor
- Visual and auditory privacy

### NOTES:

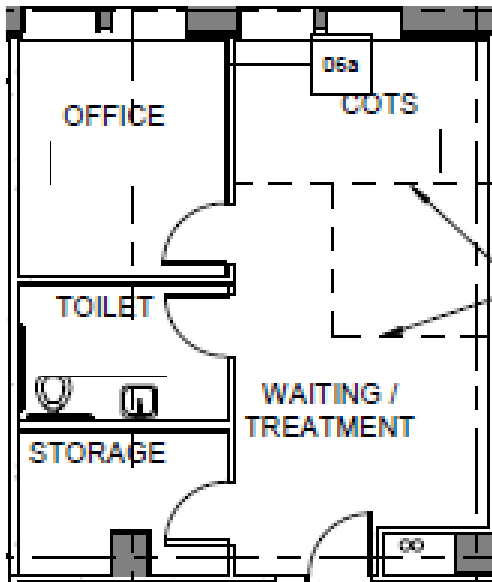
1. Loose furnishings and features shown represent one of many possible arrangements.

**OFFICE AREA  
E-AD-15****Health Suite**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes</u> <sup>1</sup> :		<u>Features</u> <sup>1</sup> :	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Tack board (4 LF)	101100
Base:		<u>Fire Suppression</u> :	Div. 21
Resilient base	096519	Fire suppression system	
Ceiling (8' high minimum):		<u>Plumbing</u> :	
Suspended, acoustical	095113	N/A	
Walls:		<u>HVAC</u> :	Div. 23
Painted gypsum wallboard		Supply/return air system	
over metal studs	092116 / 099123		
<u>Loose Furnishings</u> :		<u>Electrical</u> :	Div. 26
L1 Admin workstation		Duplex receptacles	
L2 Ergonomic chair		2 outlets per wall, minimum	
L3 1-2 visitor chairs		TVSS protected quad receptacle	
File cabinet		adjacent to each data port	
		Single-level switching	
		Fluorescent lighting	
		Clock	
		Central sound system	
		<u>Communications</u> :	Div. 27
		T1 Voice port and phone	
		2 Data port for printer	
		T3 Data port near workstation	
		<u>Electronic Safety and Security</u> :	Div. 28
		Life safety devices per code	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**WAITING/TREATMENT AREA**  
**E-AD-16**
**CAPACITY:**

- 1 staff member/volunteer/nurse
- Students

**SIZE:**

- 150 SF

**ANCILLARY SPACES:**

- Office (E-AD-15)
- Cots
- Storage

**GOAL:**

- To provide school-based health services

**PROGRAM ACTIVITIES:**

- First aid
- Consultation with students
- Health screening
- Medical treatments
- Medication administration
- Student resting while awaiting pick-up by parent or guardian

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Stain-resistant floor covering
- Sink with hot and cold water
- Adequate ventilation
- Electrical outlets for equipment
- Locate away from rooms with copiers, interferes with hearing screening
- Auditory and visual privacy
- Visual control to Office/Waiting or Welcome Center

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

## WAITING/TREATMENT AREA

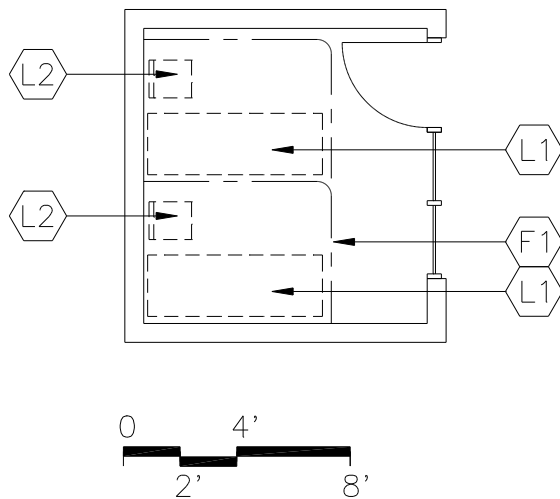
## Health Suite

## E-AD-16

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Casework:	
		Base/wall cabinets	123200
Base:		Place for refrigerator	
Resilient base	096519	F2 Casework:	
		Tall storage	123200
Ceiling (8' high minimum):		F3 Cubicle curtain	102123
Suspended, acoustical	095113	F4 Soap dispenser	102800
		F5 Towel dispenser	102800
Walls:		Tackboard	
Painted gypsum wallboard			
over metal studs	092116 / 099123	<u>Fire Suppression:</u>	Div. 21
		Fire suppression system	
<u>Loose Furnishings:</u>		<u>Plumbing:</u> Div. 22	
2-3 Chairs		Plumbing connections	
Side table		Single sink w/hands-free gooseneck	
Mobile exam table			
Stool		<u>HVAC:</u> Div. 23	
		Supply/return air system	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		TVSS protected quad receptacle	
		adjacent to each data port	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 Data port	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

## COTS

## Health Suite



## GOAL:

- To provide a place for students and staff to lie down when feeling ill

## PROGRAM ACTIVITIES:

- A resting place for students and staff when feeling ill

## SPATIAL RELATIONSHIPS:

- Located within Health Suite
- Near welcome center

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting/dimmable lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Stain-resistant floor covering
- Adequate ventilation
- Auditory and visual privacy
- Visual control from Office/Waiting or Welcome Center

## CAPACITY:

- Staff
- Students

## SIZE:

- 100 SF

## ANCILLARY SPACES:

N/A

## NOTES:

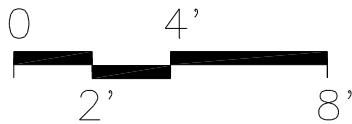
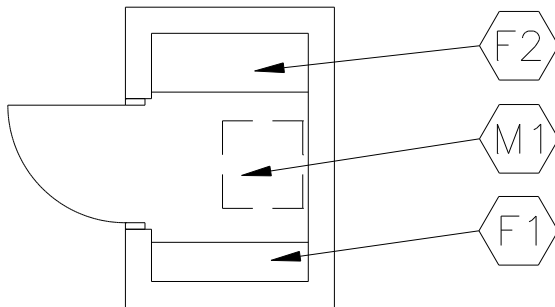
- Loose furnishings and features shown represent one of many possible arrangements.

**COTS**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1    Cubicle curtains	102123
Base:		<u>Fire Suppression:</u>	Div. 21
Resilient base	096519	Fire suppression system	
Ceiling (8' high minimum):		<u>Plumbing:</u>	
Suspended, acoustical	095113	N/A	
Walls:		<u>HVAC:</u>	Div. 23
Painted gypsum wallboard		Supply/return air system	
over metal studs	092116 / 099123		
<u>Loose Furnishings:</u>		<u>Electrical:</u>	Div. 26
L1 2 cots		Duplex receptacles	
L2 2 chairs		Single-level switching	
		Fluorescent lighting with dimmer	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

NOTES:

Finishes/Features: Refer to Chapter 8 for specification references.

**STORAGE****CAPACITY:**

- Staff

**SIZE:**

- 25 SF

**ANCILLARY SPACES:**

- Office/Waiting Area (E-AD-15)

**GOAL:**

- To provide storage for medical supplies and equipment

**PROGRAM ACTIVITIES:**

- Storing chemicals, equipment, and supplies

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Office/Waiting

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Security of equipment, supplies, and medicines
- Security of door

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

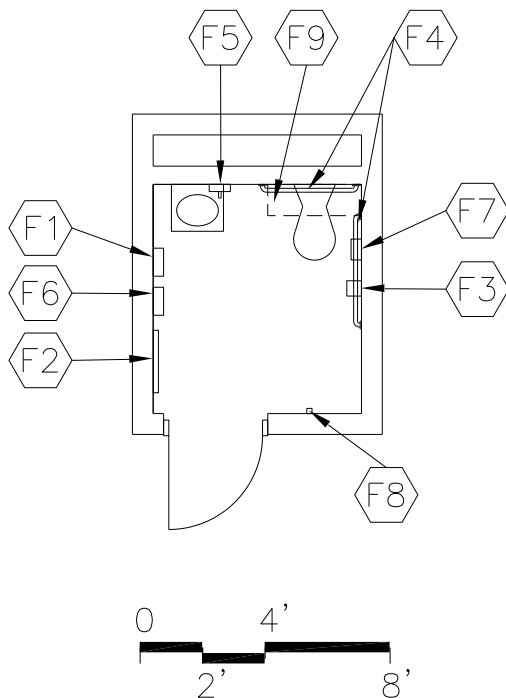
**STORAGE**  
**Health Suite**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Storage shelving: 12" deep	105613
Base:		F2 Storage shelving: 18" deep	105613
Resilient base	096519		
Ceiling (8' high minimum):		<u>Fire Suppression:</u>	Div. 21
Cleanable, suspended, acoustical	095113	Fire suppression system	
Walls:		<u>Plumbing:</u> Div. 22	
Painted concrete masonry units	042000 / 099123	Fire protection system	
<u>Loose Furnishings:</u>		<u>HVAC:</u> Div. 23	
N/A		Supply/return air system	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Refrigerator (lockable) with ice maker	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.



**TOILET  
E-AD-19****CAPACITY:**

- Students
- Staff

**SIZE:**

- 50 SF

**ANCILLARY SPACES:**

N/A

**PROGRAM ACTIVITIES:**

- Personal and health needs for the health suite
- Changing clothing

**SPATIAL RELATIONSHIPS:**

- Located within Health Suite

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Moisture- and stain-resistant finishes
- Adequate exhaust/ventilation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**TOILET**

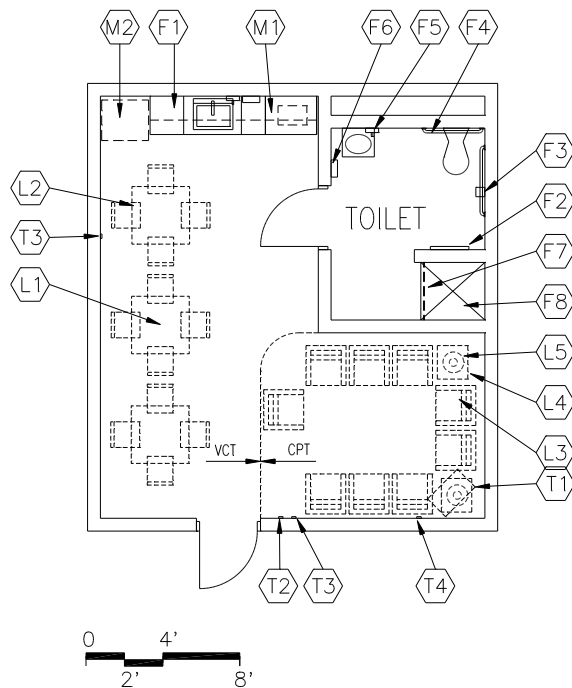
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Ceramic tile	093000	F1 Towel dispenser	102800
		F2 24" x 60" mirror	102800
		F3 Toilet tissue holder	102800
Base:		F4 36" and 42" grab bars	102800
Ceramic mosaic tile base	093013	F5 Soap dispenser	102800
Resilient base	096519	F6 Sanitary dispenser	102800
		F7 Sanitary disposal	102800
Ceiling:		F8 Coat hook	102800
Suspended, acoustical	095113	F9 Casework:	
		Wall cabinet	103200
Walls:			
Painted concrete masonry units	042000 / 099123	<u>Fire Suppression:</u>	Div. 21
		Fire suppression system	
		<u>Plumbing:</u> Div. 22	
		Wall-mounted water closet	
		Wall-mounted lavatory	
		Plumbing connections	
		Floor drain	
		<u>HVAC:</u> Div. 23	
		Exhaust air system	
		Supplemental heat as required	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Central sound system	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

## STAFF LOUNGE

E-AD-21



## GOAL:

- To provide an area for staff dining and for relaxing

## PROGRAM ACTIVITIES:

- Staff dining
- Relaxation

## SPATIAL RELATIONSHIPS:

- Near Academic Classrooms
- Access to Main Corridor
- May be divided among floors

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting, appropriate to task
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 40
- Electrical outlet for equipment
- Windows to provide natural light, desirable

## CAPACITY:

- Staff

## SIZE:

- Varies, see table

## ANCILLARY SPACES:

N/A

## NOTES:

- Loose furnishings and features shown represent one of many possible arrangements.

**STAFF LOUNGE****Administrative Support**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Tile carpet	096813	F1 Casework:	
Linoleum	096516	Base/wall cabinets	123200
Shower: Ceramic mosaic tile	093013	F2 24" x 60" mirror	102800
		F3 Toilet tissue dispenser	102800
Base:		F4 36" and 42" grab bars	102800
Resilient base	096519	F5 Soap dispenser	102800
Shower: Ceramic mosaic tile base	093013	F6 Towel dispenser	102800
		F7 Shower curtain with rod	102800
Ceiling (8' high minimum):		F8 ADA shower accessories	102800
Suspended, acoustical	095113		
Shower: Painted portland cement plaster	092400 / 099123	<u>Fire Suppression:</u>	Div. 21
		Fire suppression system	
Walls:			
Painted gypsum wallboard over metal studs	092116 / 099123	<u>Plumbing:</u>	Div. 22
Shower: Ceramic tile	093013	Plumbing connections	
		Wall-mounted lavatory	
		Wall-mounted water closet	
		Floor drains - in restroom and shower	
<u>Loose Furnishings:</u>			
L1 3 square tables		<u>HVAC:</u>	Div. 23
L2 10-15 chairs		Supply/return air system	
L3 3-5 lounge chairs		Exhaust air system	
L4 2 end tables		Independent temperature control	
L5 2 table lamps			
		<u>Electrical:</u>	Div. 26
<u>Communications:</u>	Div. 27	Duplex receptacles	
T2 Voice port and phone		TVSS protected quad receptacle adjacent to each data and video port	
T3 2 data ports		Multilevel switching	
		Fluorescent lighting	
<u>Miscellaneous:</u>		Illumination level: See Table 7600-16	
M1 2 microwaves		Clock	
M2 Refrigerator with ice maker		Central sound system	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

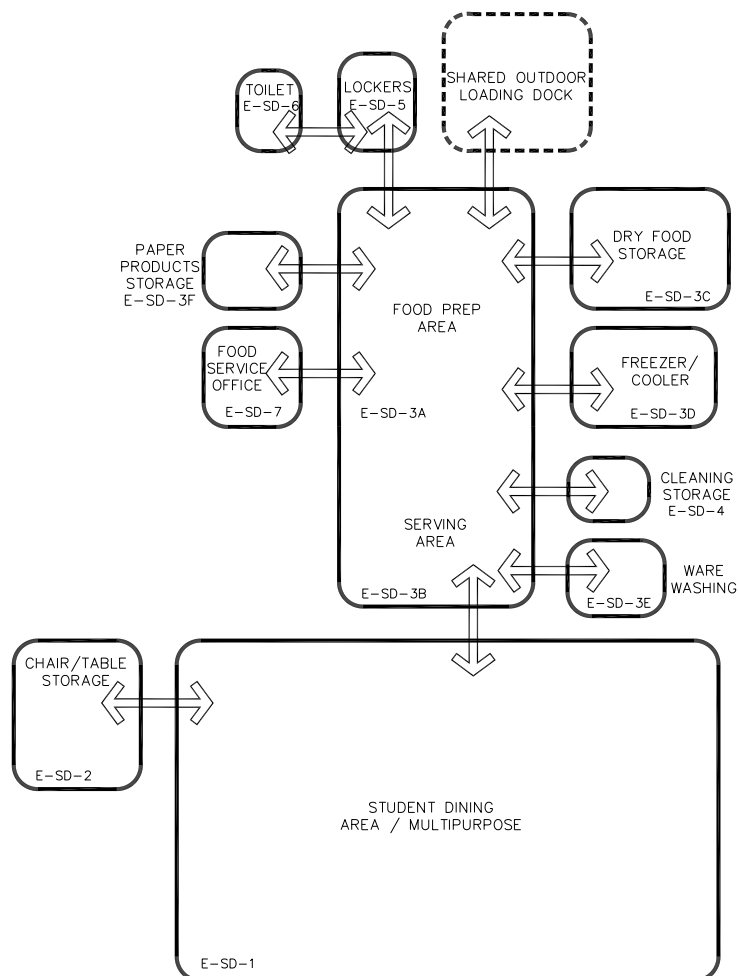
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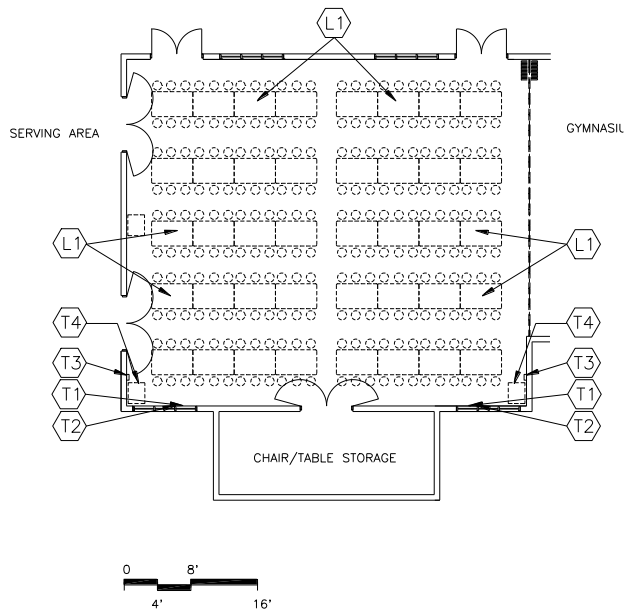
Finishes/Features: Refer to Chapter 8 for specification references.

**Dinning and Food Services**

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Student Dining Area/Multi-purpose	1	2050	2050	
Chair and Table Storage	1	200	200	
Food Prep	1	400	400	
Servery	1	300	300	
Dry Storage	1	150	150	
Freezer & Cooler	1	400	400	
Ware washing	1	75	75	
Toilet/Lockers	1	75	75	
Cleaning Storage	1	50	50	
Food Service Office	1	100	100	
<b>Total</b>			<b>3800</b>	

**Comments:** The overall total for the Dining and Food Services area may be + or – 15%.



**STUDENT DINING AREA/MULTIPURPOSE****E-SD-1****CAPACITY:**

- 150 students per lunch period
- 10 staff members
- Members of community (after hours)

**ANCILLARY SPACES:**

- Serving Area (E-SD-3B)

**GOALS:**

- To provide a pleasant atmosphere for students to eat meals
- To provide a flexible meeting space for groups if needed

**PROGRAM ACTIVITIES:**

- Student dining
- School and community programs
- Meetings and activities

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Serving Area
- Near Food Preparation Area
- Near parking and entry to building

**ENVIRONMENTAL CONSIDERATIONS:**

- Lighting appropriate to tasks
- Adequate ventilation
- Electrical outlets for equipment
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Higher than normal ceiling height
- Cleanable building surfaces
- Windows to provide ample natural light
- Good sight lines to all areas of the room for supervision
- Window treatment to darken room for AV presentation
- Movable wall to allow the space to be divided into two spaces

**TECHNOLOGY:**

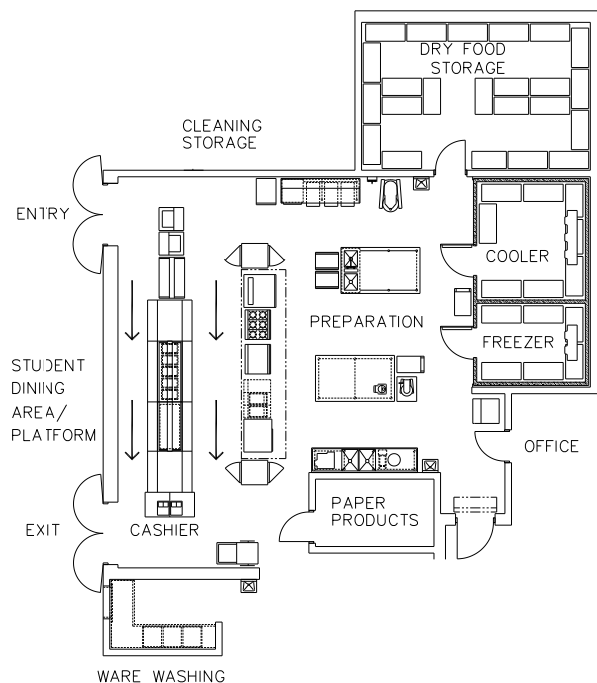
- Video port, motorized screen on stage
- Voice port and phone
- Data port for a teacher workstation
- Ceiling mounted for a projection device
- Infrastructure for audio system on stage

**KITCHEN****E-SD-3**

This space consists of the following areas:

Food Preparation Area	650
Dry Food Storage	225
Freezer	150
Cooler	250
Ware Washing	100
Paper Storage	100
Lockers	75
Toilet	50
Food Service Office	100
	1700

A space plate follows for each of these areas.

**CAPACITY:**

- Students
- Staff
- Community

**ANCILLARY SPACES:**

- Student Dining Area/Multipurpose (E-SD-1)

**GOAL:**

- To provide an area for the preparation of student and staff meals

**PROGRAM ACTIVITIES:**

- Prep food
- Serve food
- Storage
- Point of sale

**SPATIAL RELATIONSHIPS:**

- Near loading dock to permit semi-tractor trailers access to docking and storage areas (site specific)
- Adjacent and access to Student Dining Area/Multipurpose
- Near dumpsters
- Cafeteria serving arrangement

**ENVIRONMENTAL CONSIDERATIONS:**

- Food service department, public health
- Durable flooring
- Proper ventilation of space to remove cooking odors
- Cleanable building surfaces

Hand sinks in each area of service, production, dishwashing, and serving.

Paper towel dispensers need to be uniform with the rest of the school for ordering purposes.

Soap dispensers need to be uniform with schools for ordering purposes.

**NOTES:**

1. This is an example of a kitchen. Food service equipment will vary from school to school; confirm requirements with District of Columbia Public Schools Food Service Department.

**FOOD PREPARATION AREA****CAPACITY:**

- Staff

**SIZE:**

- Varies, see table

**GOAL:**

- To prepare student meals

**PROGRAM ACTIVITIES:**

- Prepare food

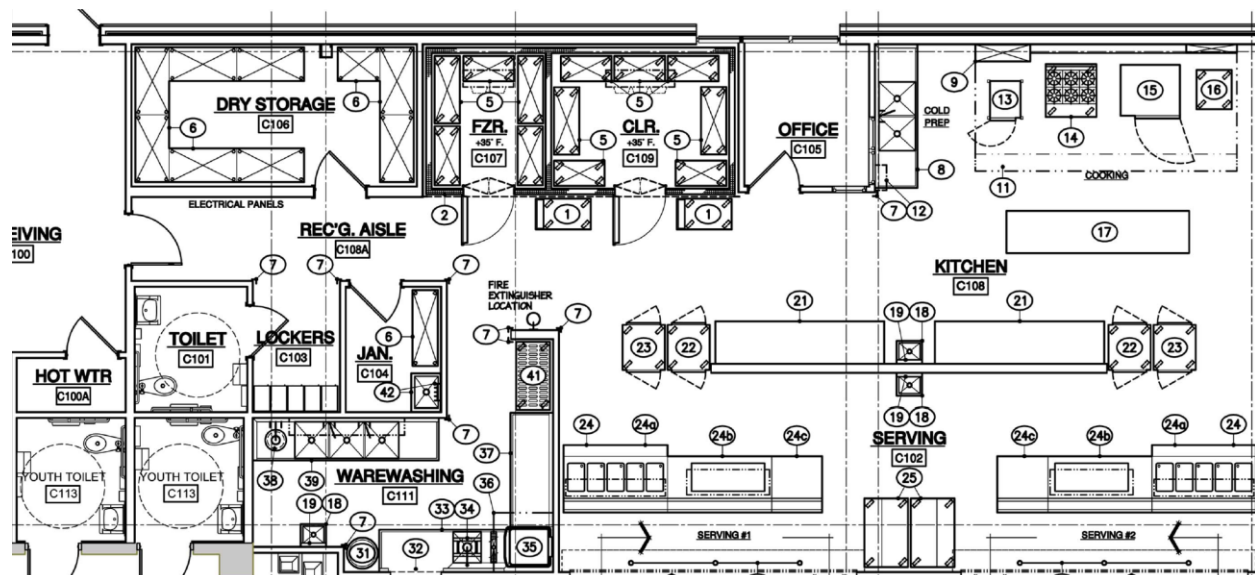
**SPATIAL RELATIONSHIPS:**

- Adjacent to Student Dining Area/Multipurpose
- Open to Serving Area

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Proper ventilation of space to remove cooking odors
- Cleanable building surfaces
- Electrical/plumbing/mechanical connections for food service equipment
- Towel dispensers, Soap dispensers,

This is an example of a preparation area. Food service equipment will vary from school to school; confirm requirements with District of Columbia Public Schools Food Service Department.



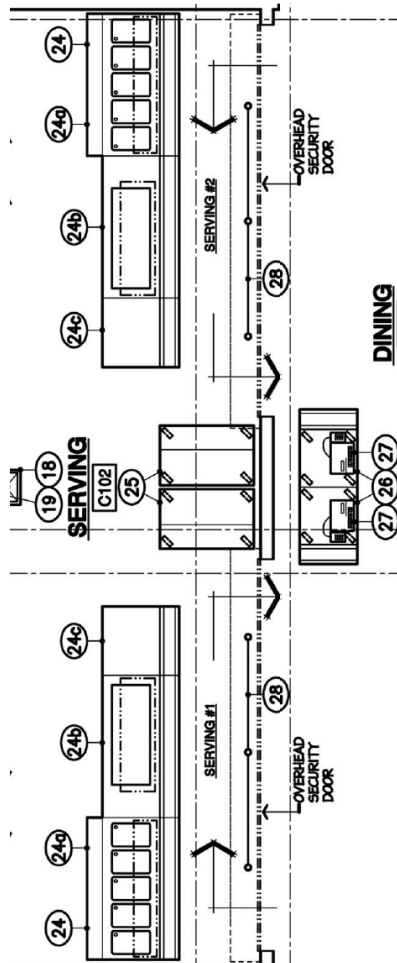


**FOOD PREPARATION AREA**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes</u> <sup>1</sup> :		Flooring:	
Easy clean, non-slip flooring - Single surface poured or rolled flooring			<u>Fire Suppression:</u> Div. 21
		Base:	<u>Plumbing:</u> Div. 22
Resilient base	096519		Connections to food service equipment
		Ceiling:	Plumbing and gas connections
Cleanable, suspended, acoustical	095113		Hand washing lavatory
		Walls:	Floor drains
Epoxy-painted concrete masonry units		Water areas of kitchen, eg. Dish room, pot sink area.	Food preparation sink with adjacent trash bin
	042000 / 099123		<u>HVAC:</u> Div. 23
<u>Features</u> (Specifications from DCPS):		Equipment:	Supply/return air system
• Pot washing sinks		• Food Preparation Sinks	Independent temperature control
• Hand Sinks with adjacent trash bin		• Work Tables	Kitchen canopy exhaust system
• Warming/Holding/Cabinets		• Refrigeration - Reach-ins	Air conditioning
• Storage shelving		• Mop washing sink	<u>Electrical:</u> Div. 26
• Lockable chemical storage		• Exhaust Hood Systems, including Fire Suppression	Duplex receptacles
• Combi oven		• Convection steamer	Connections to food service equipment
• Range, with oven, convection base		• Ware Washing Machine with appropriate accessories (tables, booster heater, disposer, etc.)	Single-level switching
			Fluorescent lighting
			Illumination level: See Table 7600-16
			Clock
			Central sound system
			<u>Communications:</u>
			N/A
			<u>Electronic Safety and Security:</u> Div. 28
			Life safety devices per code
			<u>Miscellaneous:</u>
			N/A

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**SERVING AREA****E-SD-3B****CAPACITY:**

- Students
- Staff
- Community

**ANCILLARY SPACES:**

- Student Dining Area/Multipurpose (E-SD-1)
- Kitchen (E-SD-3)

**GOAL:**

- To provide serving station for those seeking meals or snacks

**PROGRAM ACTIVITIES:**

- Serve food

**SPATIAL RELATIONSHIPS:**

- Within Student Dining Area/Multipurpose or Food Preparation Area
- Beginning of serving line should be near entry door of Students Dining Area/Multipurpose
- Adjacent and access to Student Dining Area/Multipurpose
- Open to Food Preparation Area

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Cleanable building services
- Electrical connections for food service equipment

**NOTES:**

1. This is an example of a serving area. Food service equipment will vary from school to school; confirm requirements with District of Columbia Public Schools Food Service Department.
2. Loose furnishings and features shown represent one of many possible arrangements.

## DCPS EDUCATIONAL SPECIFICATION

## KIMBALL ELEMENTARY SCHOOL

## SERVING AREA

## E-SD-3B

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Quarry tile	093000	Drop-In Individually Controlled Heated	
		Electric Food Wells, Full Service Sneeze	
Base:		Guard with overshef may use existing milk	
Quarry tile base	093000	box or a new airtscreen refrigerator for	
		beverages. Size of equipment and	
Ceiling:		number of are determined by space	
Cleanable, suspended, acoustical	095113	available. A Drop-In Self-Contained	
		Refrigerated Cold Pan will also be	
Walls:		included for side items. Counter and	
Epoxy-painted concrete masonry units	042000 / 099123	sneeze guards are lower than normal for	
		better viewing and service to elementary	
		students.	
<u>Loose Furnishings:</u>		<u>HVAC:</u>	Div. 23
N/A		Supply/return air system	
		Independent temperature	
		control	
<u>Miscellaneous:</u>		Kitchen canopy exhaust system	
Cash registers at end of service		Air conditioning	
		<u>Electrical:</u>	Div. 26
<u>Fire Suppression:</u>	Div. 21	Single-level switching	
Fire suppression system		Fluorescent lighting	
		Illumination level: See Table 7600-16	
<u>Plumbing:</u>	Div. 22	Central sound system	
Connections to food service		Duplex receptacles along permanent	
equipment		perimeter walls	
Plumbing and gas connections		Electrical supply to support	
Hand washing lavatory		equipment specified	
Floor drains		Clock	
		Circuits for portable generator	
		TVSS protected quad receptacle	
		adjacent to data and video ports	
		<u>Communications:</u>	Div. 27
		T1 1 voice port and phone	
		T2 2 data ports at cash registers or per	
		salad bar	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

## NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

## DRY FOOD STORAGE

## E-SD-3C

CAPACITY:  
N/A

SIZE:  
• Varies, see table

ANCILLARY SPACES:  
• Warming Kitchen (E-SD-3)

## GOAL:

- To provide an area for food storage

## PROGRAM ACTIVITIES:

- Storage

## SPATIAL RELATIONSHIPS:

- Near Supply Storage/Receiving
- Adjacent and access to  
Food Preparation Area

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Cleanable building surfaces
- Adequate exhaust/ventilation

NOTES:

1. This is an example of a dry food storage area. Food service equipment will vary from school to school; confirm requirements with District of Columbia Public Schools Food Service Department.

## DRY FOOD STORAGE

## E-SD-3C

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Quarry tile	093000	F1 Rust-resistant 24" deep shelving and dunnage racks	114000
Base:		<u>Fire Suppression:</u>	Div. 21
Quarry tile base	093000	Fire suppression system	
Resilient base	096519	<u>Plumbing:</u>	
Ceiling:		N/A	
Cleanable, suspended, acoustical	095113	<u>HVAC:</u>	Div. 23
Walls:		Supply/return air system	
Epoxy-painted concrete masonry units	042000 / 099123	<u>Electrical:</u>	Div. 26
<u>Loose Furnishings:</u>		Duplex receptacles	
N/A		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Fire alarm devices per code	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

NOTES:

1. Finishes/Features: Refer to Chapter 8 for specification references.

**FREEZER AND COOLER****E-SD-3D****SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Kitchen (E-SD-3)

**GOAL:**

- To provide space for manufactured freezer and refrigerator units to store food for short periods of time

**PROGRAM ACTIVITIES:**

- Storage
- Walk-in type

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Food Preparation Area
- Near the Supply Storage/Receiving

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Ventilation for refrigeration machinery equipment
- Cleanable building surfaces
- Floor to be flush with adjacent kitchen floor
- Electrical service for refrigeration equipment

Freezer/coolers need to be connected to the generator.

**NOTES:**

1. This is an example of a freezer and cooler. Food service equipment will vary from school to school; confirm requirements with District of Columbia Public Schools' Food Service Department. generally, deliveries occur once a week.

**FREEZER AND COOLER  
E-SD-3D**

<u>Finishes<sup>1</sup>:</u>	Spec. <u>Ref.#</u>	<u>Features<sup>1</sup>:</u>	Spec. <u>Ref.#</u>
Flooring:		Fixed Equipment:	
Poured Resin Floor		F1 Rust resistant 24" deep shelving and dunnage racks	114000
Base:		<u>Fire Suppression:</u>	Div. 21
Manufactured insulated panel	114000	Fire suppression system	
Ceiling:		<u>Plumbing:</u>	
Manufactured insulated panel	114000	N/A	
Walls:		<u>HVAC:</u> Div. 23	
Manufactured insulated panel	114000	Exhaust air system for compressors	Div. 15
<u>Loose Furnishings:</u>		<u>Electrical:</u> Div. 26	
N/A		Electrical connections to freezer/cooler refrigeration equipment	
		Single-level switching	
		Incandescent lighting	
		Illumination level: See Table 7600-16	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	
		N/A	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**Ware Washing****E-SD-3E****GOAL:**

- To clean food service equipment

**PROGRAM ACTIVITY:**

- Space and equipment to scrape, wash, dry, and store food service equipment

**SPATIAL RELATIONSHIPS:**

- Pass-through into Student Dining Area/Multipurpose
- Adjacent and access to Food Preparation Area

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Proper ventilation of space to remove steam and condensation
- Cleanable building surfaces

**CAPACITY:**

N/A

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Kitchen (E-SD-3)

**NOTES:**

1. This is an example of a ware washing area. Food service equipment will vary from school to school; confirm requirements with District of Columbia Public Schools' Food Service Department.



**WARE WASHING  
E-SD-3E**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Quarry tile	093000	F1 Food service equipment	114000
Base:			
Quarry tile base	093000		
Resilient base	096519	<u>Fire Suppression:</u>	Div. 21
		Fire suppression system	
Ceiling:			
Cleanable, suspended, acoustical	095113	<u>Plumbing:</u> Div. 22	
Walls:		Lavatory	
Epoxy-painted concrete masonry units	042000 / 099123	Connections to food service equipment	
		Three compartment sink	
		Floor drain	
<u>Loose Furnishings:</u>		<u>HVAC:</u> Div. 23	
N/A		Supply/return air system	
		Independent temperature control	
		Exhaust hood system	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		Connections to food service equipment	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Central sound system	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**PAPER PRODUCTS STORAGE****E-SD-3F****GOAL:**

- To provide storage for paper products used in preparing and serving meals
- To provide storage for food program equipment (BIC, FFVP, and Early Childhood)

**PROGRAM ACTIVITIES:**

- Lockable space

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Food Preparation Area

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Adequate exhaust/ventilation
- Cleanable building surfaces

**CAPACITY:**

N/A

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Kitchen (E-SD-3)

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**PAPER PRODUCTS STORAGE**

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Rust-resistant shelving	114000
Base:		<u>Fire Suppression:</u>	Div. 21
Quarry tile base	093000	Fire suppression system	
Resilient base	096519		
Ceiling:		<u>Plumbing:</u>	
Cleanable, suspended, acoustical	095113	N/A	
Walls:		<u>HVAC:</u> Div. 23	
Epoxy-painted concrete masonry units	042000 / 099123	Exhaust air system	
		Supply/return air system	
		Independent temperature control	
<u>Loose Furnishings:</u>		<u>Electrical:</u> Div. 26	
N/A		Duplex receptacles	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	
		N/A	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**LOCKERS****E-SD-5****CAPACITY:**

- Food service personnel

**ANCILLARY SPACES:**

- Kitchen (E-SD-3)
- Toilet (E-SD-6)

**GOAL:**

- To provide space for the food service staff to store their personal belongings and to change their clothing

**PROGRAM ACTIVITIES:**

- Space for the storage of towels, aprons, etc.
- Space to allow food staff personnel to take breaks

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Kitchen
- Adjacent and access to Toilet

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**LOCKERS**  
**E-SD- 5**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Lockers	105113
		12" wide x 12" deep x 72" high	
Base:		F2 Tack board (4 LF)	101100
Quarry tile base	093000		
Resilient base	096519		
Ceiling:		<u>Fire Suppression:</u>	Div. 21
Suspended, acoustical	095113	Fire suppression system	
Walls:		<u>Plumbing:</u>	
Painted concrete masonry units		N/A	
	042000 / 099123		
<u>Loose Furnishings:</u>		<u>HVAC:</u> Div. 23	
L1 Chairs		Exhaust air system	
L2 30" x 60" table		Supplemental heat as required	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**TOILET****E-SD-6****CAPACITY:**

- Food service personnel

**SIZE:**

- 50 SF

**ANCILLARY SPACES:**

- Lockers (E-SD-5)

**PROGRAM ACTIVITIES:**

- Personal and health needs for food service staff
- Changing clothing

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to lockers
- Near Kitchen

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Moisture- and stain-resistant finishes
- Adequate exhaust/ventilation

**NOTES:**

2. Loose furnishings and features shown represent one of many possible arrangements.

**TOILET  
E-SD-6**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Ceramic tile	093000	F1 Towel dispenser	102800
		F2 24" x 60" mirror	102800
Base:		F3 Toilet tissue holder	102800
Quarry tile base	093000	F4 36" and 42" grab bars	102800
Resilient base	096519	F5 Soap dispenser	102800
		F6 Sanitary dispenser	102800
Ceiling:		F7 Sanitary disposal (with cover)	102800
Suspended, acoustical	095113	F8 Coat hook	102800
Walls:		<u>Fire Suppression:</u>	Div. 21
Painted concrete masonry units		Fire suppression system	
	042000 / 099123		
<u>Loose Furnishings:</u>		<u>Plumbing:</u> Div. 22	
N/A		Wall-mounted water closet	
		Wall-mounted lavatory	
		Plumbing connections	
		Floor drain	
		<u>HVAC:</u> Div. 23	
		Exhaust air system	
		Supplemental heat as required	
		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
		Single-level switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Central sound system	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**FOOD SERVICE OFFICE****E-SD-7**

## CAPACITY:

- Food service manager
- Food service staff

## SIZE:

- 100 SF

## ANCILLARY SPACES:

- Kitchen (E-SD-3)

## GOAL:

- To provide an area to keep records and conduct business

## PROGRAM ACTIVITIES:

- Scheduling
- Staff evaluations/discipline/meetings

## SPATIAL RELATIONSHIPS:

- Adjacent and access to kitchen

## ENVIRONMENTAL CONSIDERATIONS:

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Electrical outlets for equipment
- View of the kitchen

NOTES:

1. Loose furnishings and features shown represent one of many possible arrangements.



**FOOD SERVICE OFFICE  
E-SD-7**

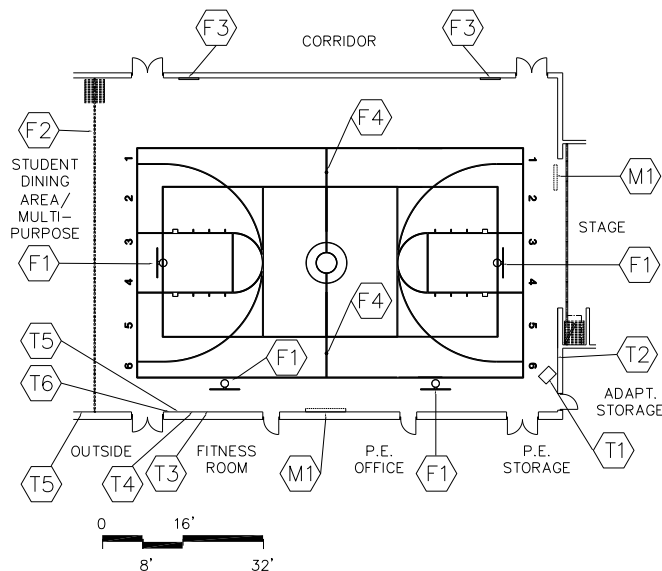
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Tack board (4 LF)	101100
Base:		<u>Fire Suppression:</u>	Div. 21
Quarry tile base	093000	Fire suppression system	
Resilient base	096519		
Ceiling:		<u>Plumbing:</u>	
Suspended, acoustical	095113	N/A	
Walls:		<u>HVAC:</u>	Div. 23
Painted concrete masonry units	042000 / 099123	Supply/return air system	
		Independent temperature control	
<u>Loose Furnishings:</u>		<u>Electrical:</u>	Div. 26
L1 Desk		Duplex receptacles	
L2 Four-drawer file cabinet		TVSS protected quad receptacle	
L3 Computer workstation		adjacent to data and	
L4 Ergonomic task chair		video port	
L5 Adjustable height bookshelves (12 LF)		Single-level switching	
L6 Printer table		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 Data port near workstation	
		T3 Data port for printer	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Computer	
		M2 Printer	
		Bulletin board	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**PHYSICAL EDUCATION AND ASSEMBLY**

<b>Spaces</b>	<b>Suggested</b>			<b>Comments</b>
	<b>Qty.</b>	<b>S.F.</b>	<b>Total</b>	
PE/Assembly	1	3,400	3,400	Or space 'as is'
Stage	1	800	800	Or space 'as is'
Chair and Table Storage	1	200	200	
PE Storage	1	150	150	
PE Office	1	100	100	
Total			4,650	

**PE/Assembly Room****E-PE-1****CAPACITY:**

- 20-24 students per class
- Teacher
- Parents and community members for meetings
- Assemblies to accommodate at least 1/2 of the student body

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- P.E. Office (E-PE-2)
- P.E. Storage (E-PE-4)
- Stage (E-PE-5)

**GOALS:**

- To provide space for P.E. classes to meet
- To provide space for students to present performances

**PROGRAM ACTIVITIES:**

- Athletic skills and leader games
- Adaptive physical education
- Student assemblies and programs
- Lectures/Teaching
- Community use

**SPATIAL RELATIONSHIPS:**

- Near public restrooms, with easy access
- Access to outdoor physical education play areas
- May be adjacent to Student Dining Area with folding wall between
- Near visitor parking
- Located with easy access to rest of school, but must be able to close off area for security during evening activities
- Adjacent and access to P.E. Office
- Adjacent and access to P.E. Storage
- Adjacent and access to Stage

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 50
- Adequate sound control/acoustics
- Clear height of 20' from floor to nearest obstruction
- Electrical outlets for equipment
- Drinking fountain in adjacent area
- Structure, lighting, and ducts designed not to trap P.E. balls
- Ceiling heights should be proportional to room volume

**NOTES:**

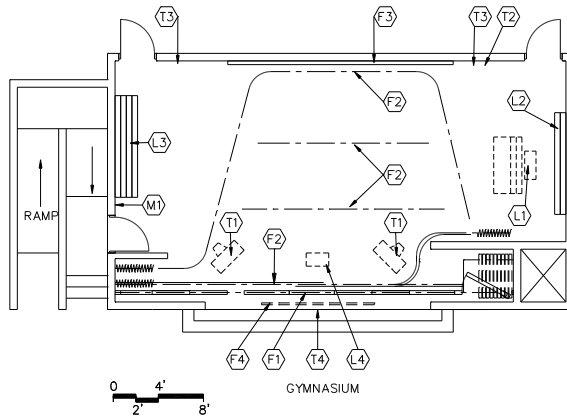
1. Loose furnishings and features shown represent one of many possible arrangements.
2. This size space will not accommodate a full-size basketball court.

**PE/ Assembly Room**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Wood strip flooring for athletic applications or Resilient athletic flooring	096466 096566	F1 Basketball backstops, adjustable height (ceiling hung or portable)	116600
		F2 Operable partition, motorized	102226
		F3 Chin-up bars	116600
		F4 Volleyball standards	
Base:		<u>Fire Suppression:</u>	Div. 21
Vented resilient base	096466	Fire suppression system	
Ceiling:		<u>HVAC:</u>	Div. 23
Painted exposed structure on acoustical deck	099923	Supply/return air system	
Walls:		Independent temperature control	
Painted concrete masonry units	042000 + 099123	<u>Electrical:</u>	Div. 26
Acoustical wall treatment	098400	Duplex receptacles	
And/or sound absorbing concrete masonry units	042000	TVSS protected quad receptacle adjacent to each data and video port	
<u>Communications:</u>	Div. 27	Electrical connections to P.E. equipment where necessary	
T1 Video/		Single-level switching	
T2 Voice port and phone		High intensity discharge lighting	
T3 Microphone port		Illumination level: See Table 7600-16	
T4 Intercom		Means of egress lighting per code	
T5 Outside microphone ports/portable System (wireless mics)		Clock	
T6 Data port		Central sound system	
Jacks for sound system		Gymnasium sound system	
<u>Electronic Safety and Security:</u>	Div. 28	Provide wire guards on light fixtures and electrical devices	
Life safety devices per code			

**NOTES:**

Finishes/Features: Refer to Chapter 8 for specification references.

**STAGE****E-PE-5****CAPACITY:**

- Students
- Teachers
- Parents/volunteers
- Community members

**SIZE:**

- 800 SF

**ANCILLARY SPACES:**

- PE/Assembly (E-PE-1)

**GOAL:**

- To provide space for students to present performances

**PROGRAM ACTIVITIES:**

- Student assembly/award programs
- Theatrical/musical performances
- In-service conferences

**SPATIAL RELATIONSHIPS:**

- Near music rooms with ramp access

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Electrical outlets for equipment
- Stage to be no more than 21" above gymnasium floor
- Direct and convenient access to stage via stairs/ramps

**NOTES:**

2. Loose furnishings and features shown represent one of many possible arrangements.

DCPS EDUCATIONAL SPECIFICATION

KIMBALL ELEMENTARY SCHOOL

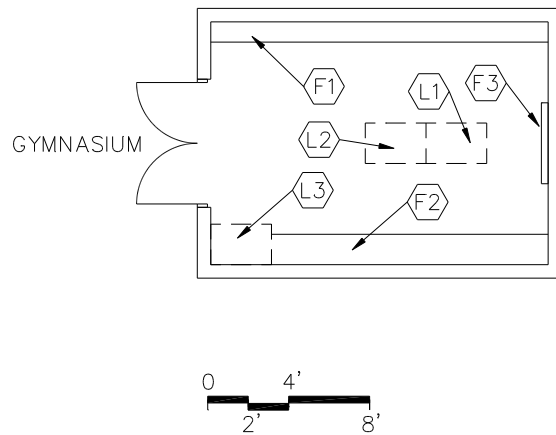
**STAGE**  
**E-PE-5**

CHAPTER 4: ELEMENTARY SCHOOLS

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Wood strip flooring for athletic applications	096466	F1 Operable partition, manual	102226
Base:		F2 Theatre and stage equipment	116143
Vented	096466	F3 Mirror	088000
Ceiling:		F4 Motorized projection screen	115213
Suspended, acoustical	095113		
Or painted exposed structure	099123	<u>Fire Suppression:</u>	Div. 21
Walls:		Fire suppression system	
Painted concrete masonry units	042000 / 099123		
<u>Loose Furnishings:</u>		<u>Plumbing:</u> Div. 22	
L1 Piano		Fire protection system	
(secure storage required)			
L2 Portable dance barres		<u>HVAC:</u> Div. 23	
L3 Mobile folding risers		Supply/return air system	
L4 Podium		Independent temperature Control	
<u>Miscellaneous:</u>			
M1 Handheld and lavalier microphones		<u>Electrical:</u> Div. 26	
		Duplex receptacles	
<u>Communications:</u>	Div. 27	3 to be located in apron at front of stage	
T1 2 video port, monitor, VCR, and bracket		TVSS protected quad receptacle adjacent to each data and video port	
T2 Voice port and phone		Multilevel switching	
T3 2 data ports on stage		Fluorescent lighting	
T4 Data port in center of stage apron		Illumination level: See Table 7600-16	
		Clock	
<u>Electronic Safety and Security:</u>	Div. 28	Adjustable lighting tracks for front of stage, center of stage, and back of stage	
Life safety devices per code		Central sound system	
		1 microphone jack to be located in apron at front of stage	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Piano shall be securely stored in adjacent storage room.

**P.E. STORAGE****E-PE-4****CAPACITY:**

- 1-2 teachers
- Student teachers

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Gymnasium (E-PE-1)

**GOAL:**

- To provide convenient storage for all physical education equipment

**PROGRAM ACTIVITIES:**

- Storage

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Gymnasium

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Leave space below shelving on one wall for portable bins

**NOTES:**

Loose furnishings and features shown represent one of many possible arrangements.

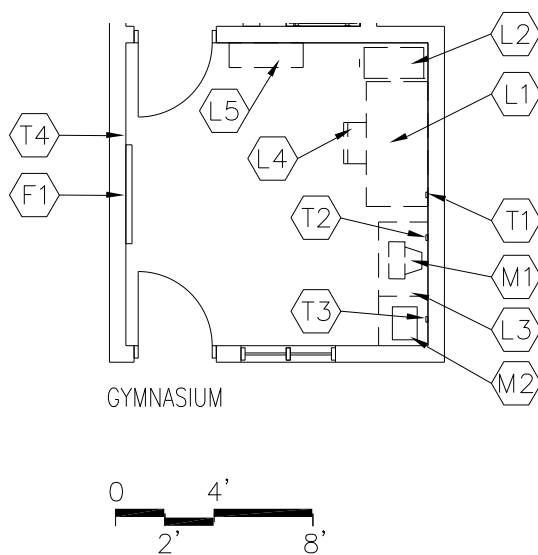
**P.E. STORAGE**

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Storage shelving:	105613
		12" deep	
Base:		F2 Storage shelving:	105613
Resilient base	096519	18" deep	
Ceiling:		F3 Pegboard (4 LF)	101100
Exposed structure, painted	099123		
Walls:		<u>Fire Suppression:</u>	Div. 21
Painted concrete masonry units		Fire suppression system	
042000 / 099123			
<u>Loose Furnishings:</u>		<u>Plumbing:</u>	
L1 Tumbling mats		N/A	
L2 Ball bins			
L3 Play equipment		<u>HVAC:</u>	Div. 23
		Supply/return air system	
		<u>Electrical:</u>	Div. 26
		Duplex receptacles	
		Multilevel switching	
		Fluorescent lighting	
		Illumination level: See Table 7600-16	
		<u>Communications:</u>	
		N/A	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		N/A	

**NOTES:**

Finishes/Features: Refer to Chapter 8 for specification references.



**P.E. OFFICE****E-PE-2****CAPACITY:**

- 1-2 teachers
- Student teachers

**SIZE:**

- 250 SF

**ANCILLARY SPACES:**

- PE/Assembly (E-PE-1)

**GOAL:**

- To provide a work area for physical education faculty and staff to conduct administrative duties

**PROGRAM ACTIVITIES:**

- Ordering
- Scheduling
- Planning
- Maintaining records
- Meetings

**SPATIAL RELATIONSHIP:**

- Adjacent and access to Gymnasium
- Near restrooms

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Windows to provide natural light, desirable
- Auditory privacy

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**KIMBALL ELEMENTARY SCHOOL**

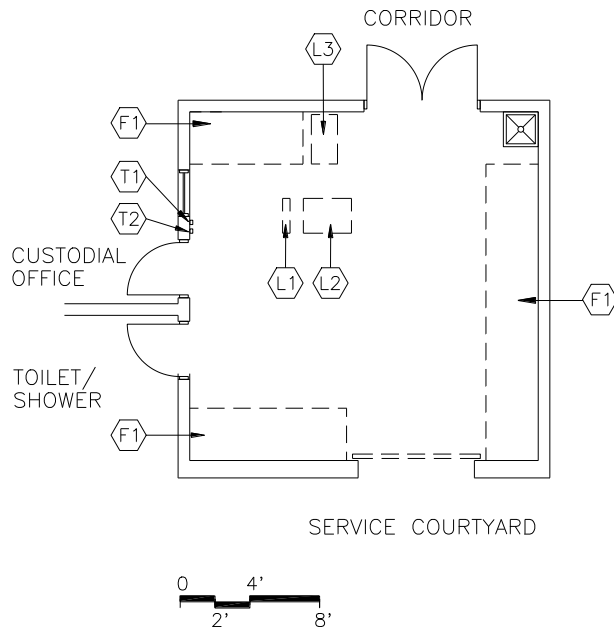
<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Tack board (4 LF)	101100
		F8 Coat hook	102800
Base:		<u>Fire Suppression:</u>	Div. 21
Resilient base	096519	Fire suppression system	
Ceiling:		<u>HVAC:</u>	Div. 23
Acoustical, suspended	05113	Supply/return air system	
Walls:		Independent temperature control	
Painted concrete masonry units	042000 / 099123	<u>Electrical:</u>	Div. 26
<u>Loose Furnishings:</u>		Duplex receptacles	
L1 Amin. workstation		Single-level switching	
L2 Four-drawer file cabinet		TVSS protected quad receptacle adjacent to data port	
L4 Ergonomic task chair		Fluorescent lighting	
L5 Adjustable height bookshelves (12 LF)		16500	
<u>Miscellaneous:</u>		Illumination level: See Table 7600-16	
M1 Computer		Central sound system	
M2 Printer		<u>Communications:</u>	Div. 27
		T1 Voice port and phone	
		T2 Data port near teacher workstation	
		T3 Data port for printer	
		T4	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	

1. Finishes/Features: Refer to Chapter 8 for specification references.

## ENGINEERING AND CUSTODIAN

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Supply Storage / Receiving	1	350	350	Does not include dispersed custodial closets
Custodial/Engineer Office	1	150	150	
<b>Total</b>			<b>450</b>	

**Comments:** The overall total for the Engineering and Maintenance area may be + or – 5%.

**SUPPLY STORAGE/RECEIVING****E-EC-1****CAPACITY:**

- Maintenance personnel

**SIZE:**

- 350 SF

**ANCILLARY SPACES:**

- Toilet/Shower (E-EC-2)
- Custodial Office (E-EC-3)

**GOAL:**

- To serve as the central point for delivery and shipping of bulk commodities and equipment and provide adequate storage for supplies and materials

**PROGRAM ACTIVITIES:**

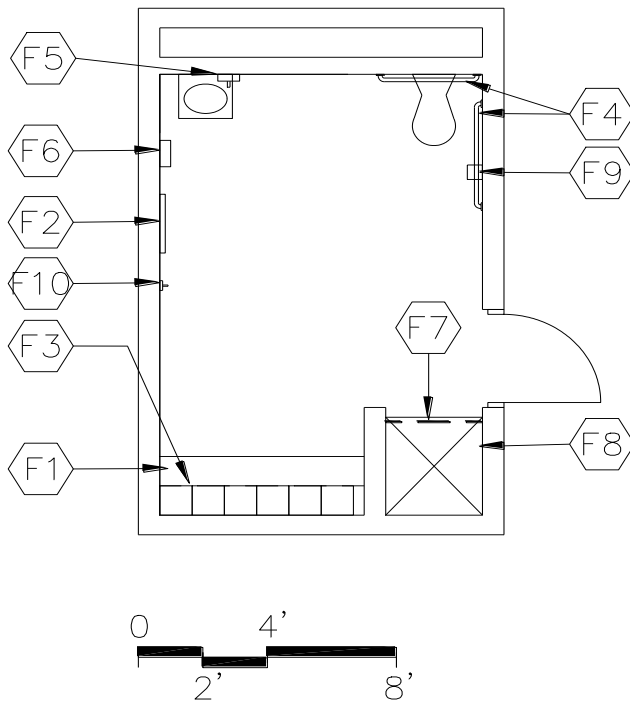
- Loading and unloading
- Storage of furniture, materials for special events, paper, and general supplies

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to loading dock area and service courtyard
- Access to main corridor
- Adjacent and access to Custodial Office
- Adjacent and access to Toilet/Shower

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Supplemental heating source
- Double door with removable mullions
- Overhead door to service courtyard

**TOILET/SHOWER****E-EC-2****GOAL:**

- To provide a private toilet and shower facilities for maintenance and custodial staff

**PROGRAM ACTIVITIES:**

- Showering
- Changing clothes

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Supply Storage/Receiving

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Must be handicapped accessibility
- Improved exhaust capabilities

**CAPACITY:**

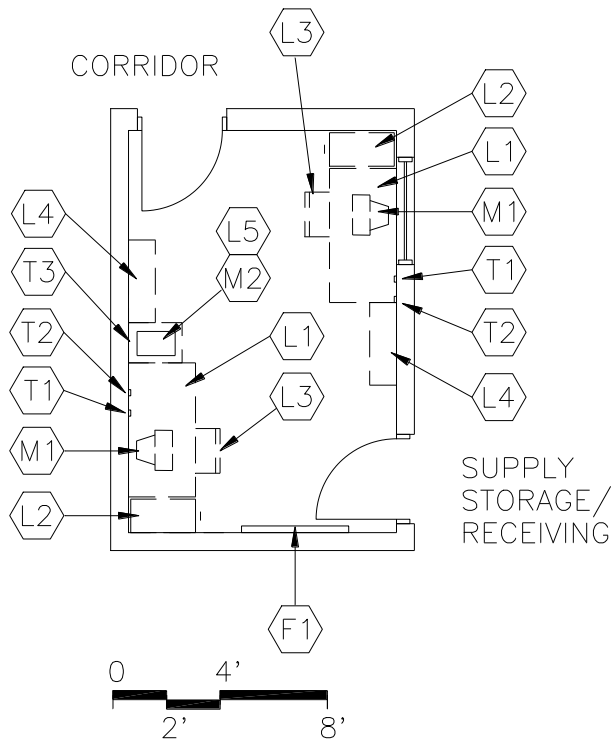
- Maintenance and custodial staff

**SIZE:**

- 100 SF

**ANCILLARY SPACES:**

- Supply Storage/Receiving (E-EC-2)

**CUSTODIAL OFFICE****E-EC-3****CAPACITY:**

- Maintenance and custodial staff
- Building engineer

**SIZE:**

- 150 SF

**ANCILLARY SPACES:**

- Supply Storage/Receiving (E-EC-2)

**GOAL:**

- To provide an area for the maintenance manager, staff, and building engineer to provide supervision of the physical plan

**PROGRAM ACTIVITIES:**

- Conferences with staff and other visitors
- Telephone calls
- Paperwork

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Supply Storage/Receiving
- Access to corridor

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Electrical outlets for equipment
- Visual control from Supply Storage/Receiving

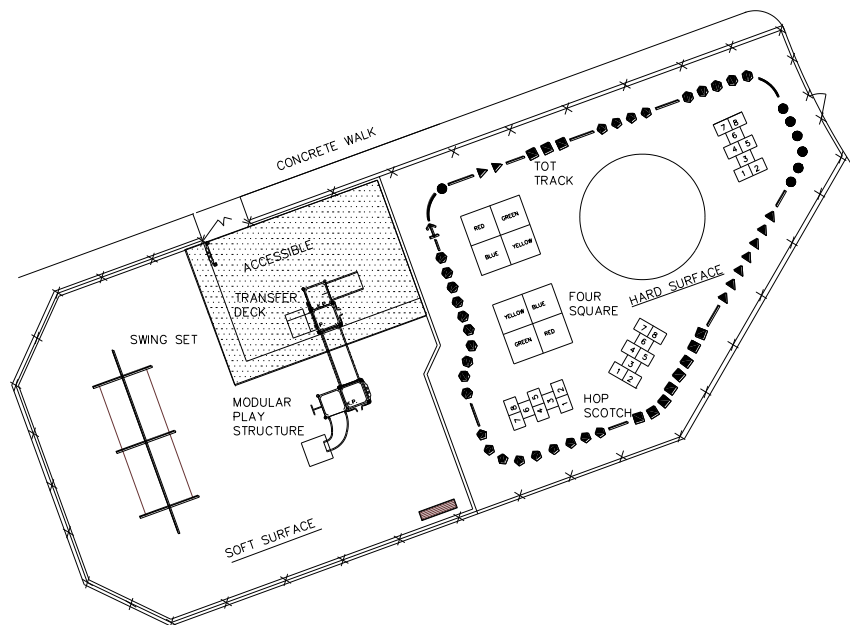
## PLAYGROUNDS

### AREA REQUIRED

1. Provide playground areas to allow for difference in age, ability, and varying interests.
2. Follow applicable safety guidelines for different age groups.

Pre-kindergarten to grade 1 play area. See Figure B-1.

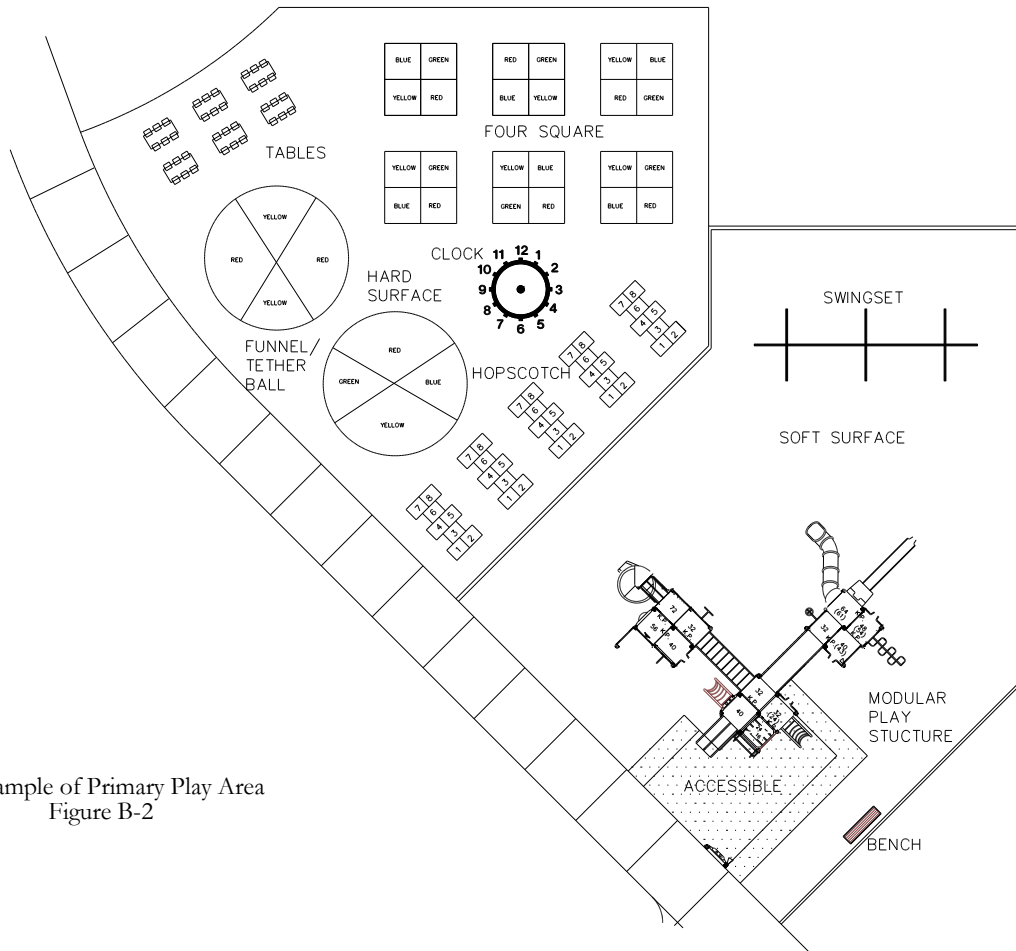
- a. Plan for play activities that include rocking, swinging, balancing, climbing, and sliding.
- b. Include tables and chairs for age group
- c. Locate equipment with moving parts, such as swings, at the perimeter of the play area. Use fence or planting beds to prevent children from inadvertently stepping into path of moving equipment.



Example of Pre-kindergarten to Grade 1 Play Area  
Figure B-1

Primary Play Area (See Figure B-2)

- a. Design for grades 1 through 3.
- b. Plan for play activities that include rocking, swinging, balancing, climbing, and sliding.
- c. Plan for upper-body strengthening devices such as a parallel bar and overhead ladder play equipment.

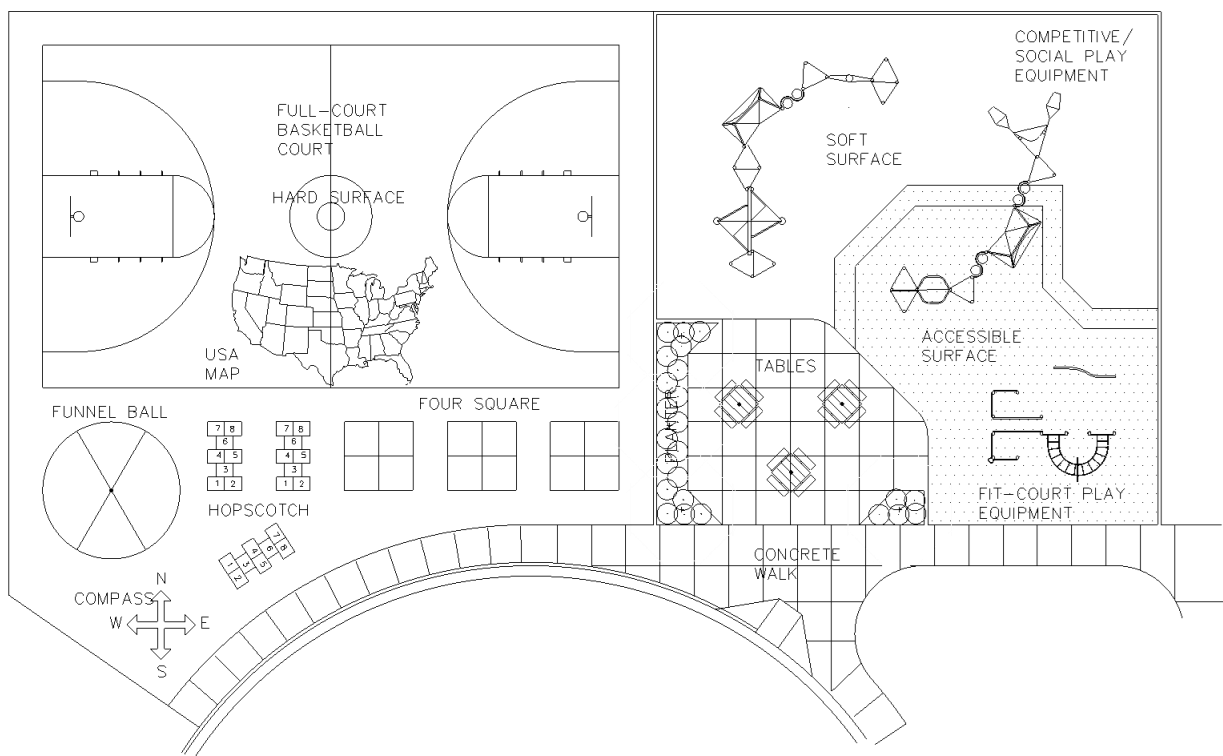


Example of Primary Play Area  
Figure B-2

Intermediate Play Area (See Figure B-3)



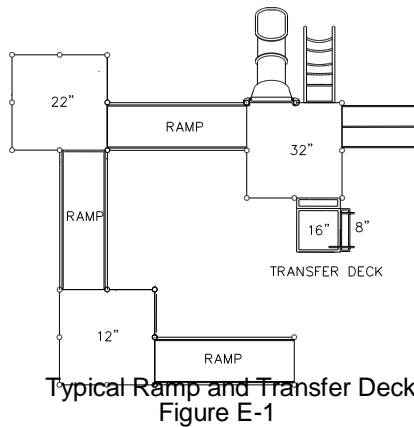
- a. Design for grades 4 and 5.
- b. Intermediate play area may be combined with primary play area and a 'tot track' designed around both play areas
- c. Include an outdoor science classroom that may include a garden.
- d. Plan for 1 full basketball court (50 feet by 84 feet) or 2 half courts (50 feet by 42 feet).



Example of Intermediate Play Area  
Figure B-3

**SOFT SURFACE PLAY AREA**

1. Soft surfaces are provided under play equipment and must be handicapped accessible.
2. Surfacing is to be a poured polyurethane surface. Avoid using black surfacing.

**ACCESSIBILITY STANDARDS**

1. Plan for ramps and/or transfer points on composite play structures for access to play components on elevated decks. Meet the Americans with Disabilities Act guidelines for percentage of components that are to be accessible by ramp and by transfer deck. See Figure E-1.
2. Provide table and benches along accessible route.
3. Provide upper-body strengthening devices as appropriate for age group and amount of supervision.

**See Design Guidelines for Site requirements for parking, circulation, etc.**